



# THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



## 2<sup>nd</sup> in Charge, Design and Technology Department

### Brief

The Grey Coat Hospital's aim is to 'enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women, and meet the challenges of the twenty first century'.

The appointed person will be able to sustain and improve the quality of education offered to the students in the department and school through promoting educational opportunities and an appropriate working environment for both students and teaching staff. The appointed person will promote and contribute to the language college dimension of the school.

**Line Manager:** Head of Design and Technology

### Brief

The successful candidate will support and promote the academic profile of the department in particular within the Lower School Community. The position involves developing all aspects of the D&T curriculum at Key Stage 3 and in particular, encouraging student uptake at Key Stage 4.

### Skills

- Entrepreneurial – risk taking: developing and trialling new projects that maximise the current teaching resources. New projects may initially be trialled with smaller cohorts as lunchtime or G&T clubs (with other members of the department).
- Organised - assessment for learning/pupil tracking: ensuring that all KS3 students, D&T teachers and parents are always aware of individual pupil's progress within the school's assessment framework.
- Leadership – staff mentoring: to mentor and support new members of teaching staff; and organise shared good teaching practice via a peer teaching observation programme.

### Roles and responsibilities:

- Managing and monitoring projects and assessment across the department via individual student record sheets and information on the VLE and in classrooms;
- Developing new and developing existing KS3 projects;
- Managing and updating the department's KS3 schemes of work folder;
- Establishing dates and timings of KS3 class rotations;
- Managing and providing updated SIMS class lists and updating student data throughout the year;
- Managing and providing teachers with SEN data as required;
- Managing the KS3 cover resource database;



- Identifying best student work after each KS3 and KS4 project and providing department certificates to students;
- Providing photographs of selected student work after each project;
- Provide regular material for the school newsletter;
- Helping promote the department with regular displays of student work etc.

## General Duties

- Carry out the professional duties of a school teacher, including taking part in Performance Management;
- Carry out a share of supervisory duties in accordance with published rosters;
- Participate in appropriate meetings with colleagues and parents relative to professional duties.

## As a member of a department

Under the guidance and direction of the Head of Department, to:

- Plan and prepare courses and lessons;
- Teach the pupils assigned to her/him, including the setting, marking and assessing of work to be carried out by pupils in school and elsewhere;
- Communicate with parents re pupils' progress;
- Participate in arrangements for her/his training and professional development;
- Differentiate in teaching methods and resources so that the curriculum is made assessable to all students including those with Special Educational Needs, and those who are very able;
- Liaise with Support Teachers/HOD/SENCO as appropriate in the formulation, delivery and monitoring of learning programmes for students with SEN;
- Prepare courses to study, teaching materials and teaching programmes;
- Maintain good order and discipline among pupils and safeguard their health and safety, both in school and in authorised school activities elsewhere;
- Participate in meetings relating to curriculum, administration or organisation.

## Curriculum

GCSE Design and Technology AQA

A Level Product Design Edexcel

A Level Textiles AQA

## Education and Qualifications

- Degree or equivalent
- Qualified teacher status



The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An enhanced DBS disclosure is required for all posts.

*Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.*

