

AUCTORE DEO

THE CAMPION SCHOOL

This is the Job Description for the Post of Assistant Teacher of Design and Technology (D & T)

Job Title: Assistant Teacher Design and Technology (D & T)

Responsible to: The Subject Leader for Design and Technology (D & T), the Headteacher and Leadership Group Line Manager

The Campion School has the following Aims:

- (1) to lead young people to faith in Christ and to mature understanding of the Catholic Faith;
- (2) to develop in its pupils inquiring minds through the study of a broad range of subjects and through the encouragement of self-discipline and hard work in the pursuit of excellence;
- (3) to encourage young people to fully develop themselves intellectually, socially, emotionally, physically and spiritually through academic study and through participation in extra-curricular activities.

The teaching and learning of Design and Technology makes an important contribution to the school's meeting these aims. In particular, it helps young people to understand how raw materials or food can be reshaped through a design and make process into new and usable commodities, an essential part of the modern world. It follows that knowledge and understanding of Design and Technology (D & T) and the ability to use technological processes are essential for students to be guided towards these aims. The post of Assistant Teacher of Design and Technology (D & T) in the school is therefore an important teaching post in the school. The school expects the post holder to assist the Subject Leader in the teaching of Design and Technology (D & T) in the school and in developing all aspects of the students' use of Design and Technology (D & T) so that they can participate in learning fully and be prepared for life in the twenty-first century.

OVERALL RESPONSIBILITY

- To plan and develop high quality lessons and courses, using a variety of approaches, to continually enhance teaching and learning.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.
- To work towards developing and embedding the Teacher Standards as part of a professional development programme

SECTION 1 - GENERAL TEACHING DUTIES

Teaching and Learning

1. Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. Set homework regularly, (in accordance with the school and department homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
5. Work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Work effectively as a member of the Department team to improve the quality of teaching and learning.
7. Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory and public examination assessment and reporting procedures, and prepare and present informative, helpful and accurate reports to parents.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy and the subject area.

Professional Standards and Development

1. Be a role model to pupils through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.

4. Be familiar with the School and Department handbooks and support all the school's policies, e.g. those on Health and Safety, Spiritual and Moral Development, Citizenship, Literacy, Numeracy and ICT.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children, and applying this to the specific risks of teaching Design and Technology.
8. Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
9. Be aware of the role of the Governing Body of the School and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
11. Consider the needs of all pupils within lessons (and implement specialist advice) especially those who:
 - have SEN;
 - are gifted and talented;
 - are not yet fluent in English.

Health and Safety

1. Undergo Basic First Aid training and update courses as appropriate.
2. Undergo all necessary Safety Training for Design and Technology in The Champion School, particularly with relation to the machines, tools and equipment used.
3. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
4. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
4. Contribute to the professional development of colleagues, especially NQTs and ITTs.
5. Maintain professional standards as exemplified in the 'Teacher Standards 2012'.

N.B: Every subject teacher will be expected to have pastoral responsibilities - detailed separately.

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

Any specific or additional tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks may be seen as an important part of the school's professional development programme:

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Compiled by: P Lerner	Revision Number	Three
Approved by: Headteacher	Revision Date	30 th September 2022