

## HEAD OF DESIGN, TECHNOLOGY & INNOVATION

### Person Specification

The Head of DTI should:

- Be suitably qualified and/or experienced
- Ready to lead and manage other teachers of DTI throughout the school
- Enthuse and motivate the children to enjoy their DTI lessons
- Be able to organise events that promote the subject
- Be able to develop an exciting curriculum which matches the aim of the school to “inspire modern minds”
- Be committed to the values of St Andrew's Prep and independent education
- Understand and espouse child protection practice and be committed to safeguarding and promoting the welfare of children
- Have a sense of humour
- Understand the needs and concerns of the prep school age range.

### Job Description

#### Achievement

- Monitor and evaluate results in consultation with teachers of DTI and the Deputy Head Academic
- Lead the celebration of children's achievements in the subject
- Provide the children with opportunities to achieve in a variety of ways.

#### Accountability

- Be accountable for the teaching of DTI across the school
- Answerable to the Deputy Head Academic, Deputy Head Pastoral and Headmaster.

#### Assessment

- Ensure that assessment and record keeping guidelines are followed by the department
- Develop appropriate forms of assessment and progress checks
- Keep up to date with ISEB and National Curriculum guidelines
- Provide assessment data for tracking purposes.

#### Communication

- Ensure good liaison through the school to allow for a clear progression of skills in the teaching of the subject from Reception to Year 8
- Communicate departmental policies and initiatives with parents and colleagues

- Liaise with Heads of DT at senior schools as appropriate, especially the Head of DT at Eastbourne College
- Liaise with the Marketing Office to provide appropriate information for the website to promote the subject and provide curriculum information
- Liaise with the Deputy Head Academic over timetabling and setting
- Provide curriculum statements for reports
- Be responsible for the promotion of the subject across the school
- Act as an accessible point of reference on matters arising on a daily basis relating to the subject.

### Enrichment

- Organise outreach opportunities for children from other local schools
- Consider further opportunities to promote the subject through events and competitions.

### Planning and Schemes of Work

- Develop an exciting curriculum that fits with the school's aim to "inspire modern minds"
- Maintain schemes of work which cover long, medium and short term planning
- Ensure the scheme of works are followed by all staff within department
- Promote cross-curricular links, i.e. with Computing, Art etc...
- Organise the arrangement of pupils in sets, in consultation with the Deputy Head Academic
- Submit an annual action plan.

### Resources

- Guide, organise and oversee the effective use of appropriate resources
- Submit an annual budget bid
- Responsible for the departmental budget and ordering of resources.

### Staff Development

- Keep abreast of professional development opportunities, attending courses and encouraging others within the department to do so too
- Provide opportunities for feedback from courses attended by department staff
- Attend local curriculum meetings
- Prepare and maintain a departmental handbook.

### Teaching and Learning

- To be a model practitioner in the classroom
- Demonstrate the skills needed to be 'innovative'
- Monitor the teaching and learning of pupils studying the subject area
- Ensure the needs of different learning styles are met through the promotion of different teaching techniques

- Ensure that the curriculum is appropriately differentiated to meet the needs of SEN and gifted children
- Ensure that teaching meets the needs of both sexes
- Provide appropriate opportunities for children whose second language is English and liaise with the Head of EAL accordingly
- Maintain a well-organised and clean working environment.

### **Terms and Conditions:**

**Salary:** The School has its own salary scale and the successful applicant will be remunerated at a level representing their qualifications, skills and experience. Specifics of this can be discussed with the Headmaster at interview.

The School contractually enrolls all teaching staff into the Teachers' Pension Scheme.

### **How to Apply**

In order to apply, please send the completed application form, together with a letter of application (addressed to the Headmaster). Please also provide the contact details of three referees, one of whom should be your current employer.

Electronic applications are welcome and should be sent to [hmsec@standrewsprep.co.uk](mailto:hmsec@standrewsprep.co.uk)

**All applications must be received by noon on 26 November 2018**

### **Safeguarding Statement and Equal Opportunities Statement**

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made subject to a satisfactory pre-employment medical questionnaire, an enhanced DBS check, positive references and any other pre-employment checks deemed necessary by the School.

St Andrew's Prep is an equal opportunities employer.

Gareth Jones  
November 2018