



# Job description: DT teacher (KS3-KS4)

## Job details

**Salary:** M1-UPS3 (Inner London)

**Hours:** 32.5 hours per week

**Contract type:** Full-time (Term-time only), fixed-term

**Reporting to:** SLT

## Main purpose

The classroom teacher will:

- Fulfill the professional responsibilities of a teacher, as set out in the [School Teachers' Pay and Conditions document](#)
- Meet the expectations set out in the [Teachers' Standards](#)
- Take specific responsibility and accountability for the day-to-day management and organisation of their key subject

## Duties and responsibilities

### Teaching and learning

- Plan and deliver high-quality, well-structured DT lessons across KS-KS4 in line with the national curriculum
- Adapt teaching to support the strengths and needs of pupils, ensuring all students make good progress
- Set high expectations to inspire and motivate pupils
- Implement whole-school SEND support strategies to ensure inclusivity in learning
- Demonstrate excellent subject and curriculum knowledge, with an outstanding quality of teaching
- Assess, monitor, record and report on pupils progress, making effective use of assessment to inform planning and teaching
- Mark and assess students work in line with school policies, providing feedback to support progress
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- To contribute to the production of departmental documentation including resources, tests, and examinations
- Participate in arrangements for preparing pupils for external tests and examinations
- Excellent punctuality for school and staff briefings



- To be ready for lessons, meeting pupils at the door to ensure an orderly changeover between lessons and a purposeful start to the lesson
- To dismiss pupils in an orderly fashion from the room
- Organising extracurricular activities such as revision sessions and clubs for food technology
- Teaching safety of materials, promoting sustainability, and planning relevant trips
- Supporting excellence within the department through initiatives and activities
- Developing and leading the DT curriculum, including yearly risk assessments and external machinery training every three years
- Assisting in the process of curriculum development and change to meet students' needs
- Ensuring the Food Technology curriculum complements the school's strategic objectives
- To assist in the process of the Food Technology curriculum development and change so as to ensure the continued relevance to the needs of the students
- To lead in the development of appropriate syllabuses, resources, schemes of learning, marking policies and teaching strategies within the DT Department
- To contribute to the Design Technology departmental Development Plan and its implementation
- To contribute to the whole school's planning activities
- To participate as appropriate in meetings at the school which relate to teaching or the organisation of the school
- To communicate frequently with the DT Technician's on curriculum changes so sufficient time is provided to prepare the required machinery and materials beforehand
- Make a positive contribution to the wider life and ethos of the school
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Helping create a school/department culture committed to achievement and good discipline
- Take an active role in whole-school duties, ensuring pupils adhere to school rules and expectations
- Take part in the school's appraisal procedures
- Participate in further training and development in order to improve own teaching
- Reviewing teaching methods and programs of work periodically
- Work with others on pupil development to secure co-ordinated outcomes

### **Leadership**

- Managing and overseeing the work of the DT Technician, ensuring they have clear responsibilities and objectives
- Conducting DT Technicians appraisal, setting targets, and providing feedback to support their professional development
- Working collaboratively with the DT Technician to maintain a safe and efficient workshop environment, including any appropriate training and resources
- Communicating curriculum changes and requirements to the DT Technician in advance to allow for adequate preparation
- Implementing strategies to improve the efficiency of the department, including effective delegation of tasks to the DT Technician



- Monitor and manage the department budget Managing the DT department budget, ensuring cost-effective use of resources while maintaining high standards
- Overseeing the purchase of materials, equipment, and machinery, ensuring all acquisitions align with curriculum needs and health & safety regulations

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Communicate effectively with pupils, parents, and carers

### **Safeguarding and pastoral care**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies to promote the safeguarding of all pupils' in the school
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Contribute to the pastoral care system by acting as a form tutor, or an active member of a year group, supporting students' personal and academic development.
- To carry out his/her responsibilities at all times with due regard to The school's policy, organisation and arrangements for Health & Safety at Work
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Safeguarding the health and safety of students both within the school and on external activities.
- Register students, accompany them to assemblies, encourage their participation in all aspects of school life;

### **Additional areas of responsibility for the upper pay range (UPR)**

- Contribute significantly to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Have extensive knowledge of their subjects/curriculum areas, related pedagogy and assessment
- Be an outstanding classroom practitioner and role model for teaching and learning
- Make a distinctive contribution to the raising of pupil standards
- Put strategies in place to secure target grades for all pupils at KS4 & KS5
- Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- Lead on teaching and learning, and pedagogy and curriculum initiatives in a subject or year group
- Provide pastoral care as required and being aware of mental health and wellbeing needs
- Provide advice, coaching and mentoring to other teachers in order to help them develop and meet the relevant standards



The DT teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the examinations officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>● A degree in DT, Graphics, or a relevant subject</li> <li>● GCSEs in English and Math's (grade C or above)</li> <li>● Qualified teacher status (QTS)</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>● Evidence of CPD</li> </ul>
<b>Experience</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>● Proven experience of successful teaching of Art in a secondary school</li> <li>● Experience teaching GCSE DT</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>● Experience of working with others to develop teaching and learning initiatives</li> <li>● Experience in leading or assisting with extracurricular art activities, clubs, or exhibitions</li> <li>● Experience in using digital media and art software</li> </ul>
<b>Professional development</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>● Commitment to ongoing professional learning and development</li> <li>● Willingness to participate with whole-school initiatives</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>● Evidence of attending subject-specific CPD courses or workshops</li> </ul>
<b>Skills and knowledge</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>● Good knowledge of legislation and guidance on curriculum requirements</li> <li>● Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff</li> <li>● Excellent communication and organisational skills</li> <li>● Knowledge of effective teaching and learning strategies</li> <li>● A good understanding of how children learn</li> <li>● Ability to adapt teaching to meet pupils' needs</li> <li>● Ability to build effective working relationships with pupils</li> <li>● Knowledge of machines in a DT workshop and ensuring appropriate health and safety measures are taken</li> <li>● Knowledge of guidance and requirements around safeguarding children</li> <li>● Knowledge of effective behaviour management strategies</li> <li>● Good ICT skills</li> <li>● Ability to plan strategically, monitor effectively and evaluate analytically</li> <li>● Ability to build effective working relationships with staff and other stakeholders</li> <li>● Extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subject/curriculum area you teach</li> </ul> <p><i>Desirable:</i></p>



	<ul style="list-style-type: none"> <li>● A sound understanding of the Ofsted framework</li> <li>● Ability to employ a range of resources and teaching and learning strategies, encouraging differentiated learning</li> </ul>
<p><b>Personal qualities</b></p>	<p>Essential:</p> <ul style="list-style-type: none"> <li>● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>● High expectations for children’s attainment and progress</li> <li>● Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Commitment to maintaining confidentiality at all times</li> <li>● Commitment to safeguarding and equality</li> <li>● Passionate about DT</li> <li>● The ability to motivate students and to convey enthusiasm for teaching and learning</li> </ul>