

**LITTLE HEATH SCHOOL**  
Little Heath Road  
Reading, Berkshire  
RG31 5TY  
Headteacher: Mr D J Ramsden



**JOB DESCRIPTION:** Key Stage Subject Leader

**Job Title:** Leader of Key Stage 3 Design and Technology

**Report to:** Head of Design and Technology

**Job Purpose:** The Leader of Key Stage 3 Design and Technology will:

- take responsibility for the Quality of Education within the Design and Technology department at Key Stage 3;
- raise standards of student progress at Key Stage 3 within Design and Technology;
- carry out the professional duties of a classroom teacher as set out in the current STPCD;
- perform the duties of a form tutor, providing wide-ranging pastoral support for students.

**Salary/pay grade:** TLR2 (b) £5349.000 (Nationally agreed pay scales are used as defined in the STPCD).

### **Generic responsibilities of the post:**

#### Teaching and Learning

- To develop innovative approaches to teaching and learning at Key Stage 3 in order to raise standards of student progress.
- To monitor and evaluate student progress at Key Stage 3 including for specific groups (such as high attaining pupils, SEND and Disadvantaged).
- To plan, deliver and monitor the impact of intervention at Key Stage 3.
- To monitor and evaluate the quality of teaching and learning in order to improve the Quality of Education at Key Stage 3.
- To support the head of Department in leading the work of subject teachers in creating a climate for learning in the department.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to converse at ease with pupils/members of the public and provide advice/instruction in accurate spoken English is essential for the post.

#### Assessment and Recording

- To ensure that departmental assessment of student progress at Key Stage 3 is accurate and informs future learning, in line with the school's assessment policy.
- To develop effective assessment and reporting processes to support student progress at Key Stage 3.
- To use a range of assessment data to track the progress of individuals and teaching groups within the department and to co-ordinate and evaluate intervention work where needed to raise the performance of underachieving students.

- To run progress meetings with all teachers within the key stage delivery team at each recording point.
- To organise all key assessments for Key Stage 3, and ensure effective marking, moderation and recording of them.
- To provide diagnostic, formative and summative assessment information to students, parents and other school leaders as required.

#### Curriculum Intent, Implementation and Impact

- To develop the Key Stage 3 subject curriculum in line with the departmental curriculum intent statement and ensure that is communicated with all stakeholders.
- To implement a high quality, personalised and relevant curriculum at Key Stage 3.
- To ensure that schemes of work facilitate the delivery of the Key Stage 3 curriculum.
- To evaluate the impact of the delivery of the Key Stage 3 curriculum.
- To keep up-to-date with national developments in curriculum design and pedagogy.

#### Student personal development and well-being

- To ensure that the school follows relevant national policies on safeguarding, thus allowing students to be healthy and safe at school.
- To promote good standards of personal conduct and behaviour so that effective learning can take place, supporting colleagues and whole school systems where required (for example through On Call and SDS duties).
- To promote good attendance, punctuality and a high standard of behaviour for learning at Key Stage 3.
- To promote the personal development of students through the Key Stage 3 curriculum and engagement in a range of extra-curricular opportunities.

#### Management of Staff

- To be responsible for line managing members of the department.
- To undertake formal duties within the school's Appraisal policy, thus providing recommendations to the Headteacher for progress on the main and upper pay range.
- To ensure that teaching assistants and support staff are employed effectively at Key Stage 3.
- To support new staff, ECTs and trainee teachers in the department in line with the school's policy on staff induction and mentoring.

#### Management of Resources

- To advise the head of department on the annual requirements for resources at Key Stage 3.
- To co-ordinate resources to support teaching and learning at Key Stage 3.
- To maintain the school website resources for the department, ensuring they are up-to-date and accessible to Key Stage 3 students.

#### Relationships with key stakeholders

- To foster positive relationships throughout the school community.
- To assist the Head of Department in preparing reports for the Senior Leadership Team and Governing Body.

- To develop effective relationships with parents which focus on students' learning and progress.

Other duties

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.