



Job Description	
<b>Job title</b>	Design Technology & ICT Teacher KS2 & KS3
<b>Hours of work</b>	As detailed in the respective contract
<b>Safer recruiting</b>	Rookwood is committed to safeguarding and promoting the welfare of children and references, DBS checks and evidence of the right to work in the UK are essential.
<b>Main purpose of the job</b>	<ul style="list-style-type: none"> <li>• To teach Design Technology and Information Communication Technology to KS2 &amp; KS3 pupils</li> <li>• A willingness to undertake other teaching duties as required by the Head of School and/or Headmaster.</li> <li>• To support the daily work of the Department, including the implementation of policy decisions and the organisation of lessons.</li> </ul>
<b>Reporting to</b>	Head of Senior School (KS3) and Head of Lower School (KS2)
<b>Main responsibilities and duties</b>	<p><b>Main Accountabilities:</b></p> <ul style="list-style-type: none"> <li>• The academic performance and continuing development of all students</li> <li>• Ensuring all administrative and teaching processes are completed on time and effectively</li> <li>• To deliver work compatible with Key Stage 2 and Key Stage 3 of the School/National Curriculum in all of its aspects</li> <li>• Opportunities to teach to GCSE and/or A-level may become available in future years</li> </ul> <p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• The teacher will be responsible for the teaching of their specialist subject(s) within the School. Teaching groups may comprise either whole Form groups or sets</li> <li>• The teacher will take full responsibility for all long, mid and short term planning for their classes and be expected to maintain up to date schemes of work</li> <li>• The teacher will keep full assessment records for all the children in their classes; these records must be regularly updated. The teacher will also produce regular reports for parents, as required by the Head of School</li> <li>• The teacher will notify the Head of School should there be any concerns about a child and will liaise with parents where appropriate</li> <li>• The teacher will liaise with the SENCO where appropriate and ensure that they are up to date with pupils' educational needs</li> </ul>

- The teacher will be prepared to undertake any tasks necessary for the smooth running of their classes and the department and/or the School as a whole
- The teacher will attend Parents' Evenings and other school functions such as Open days
- The teacher will attend regular departmental meetings, senior school meetings, full Staff Meetings and Inset days
- The teacher will share in a weekly rota for duties – break time, lunchtime, before and after school – as required by the Head of School
- Any teacher may be required to act as a Form Teacher, and as such will be expected to take an interest in the welfare and academic progress of pupils in the Form and to liaise with other staff when problems arise
- The Form Teacher is responsible for registering the pupils at the beginning of the morning and afternoon sessions, and will organise Form assemblies as required. Other specific tasks are listed in the Staff Handbook
- The teacher may be asked to work alongside other professional colleagues including LSAs and NQTs on occasions, ensuring that all instructions and directions are well-planned and carefully explained
- The teacher will be expected to take part in the life of the school, e.g. organising extra-curricular activities either at lunchtime or after school, attending school functions, organising visits out of school for the pupils
- The teacher will uphold and support the policies of the school, as laid out in the Staff Handbook and the School Policies File. He/she will educate the children with care and consideration, whilst expecting a high standard of discipline and behaviour
- The teacher will be responsible on a day-to-day basis to their line manager, Head of School, then to the Headmaster

This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

***The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.***

### Person Specification

#### Qualities, Knowledge, Skills & Attributes

##### Essential:

- A commitment and thorough understanding of how their subject specialism in Key Stages 2 and 3 should be taught
- Knowledge of the National Curriculum within the subject area
- Excellent interpersonal skills with both adults and children
- Willingness and ability to work as part of a team
- Decision making skills – ability to investigate, solve problems and make decisions
- Communication skills (both oral and in writing) – the ability to make points clearly and understand the views of others
- Ability to develop new ideas
- Personal impact and presence
- Energy determination and perseverance
- Self confidence
- Enthusiasm and commitment
- Reliability and integrity
- The ability to set standards and provide a role model for students and others staff in teaching and learning within their specialism
- Ability to analyse, understand and interpret data and information
- The ability to prioritise own time, work under pressure and to deadlines with a sense of balance and perspective
- Commitment to safeguarding and promoting the welfare of children and young people

##### Desirable:

- Willingness to keep up to date in subject knowledge and national developments
- Proven evidence of other further professional development

##### Qualifications and Experience

- Qualified Teacher Status
- Degree or equivalent

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