

# Holy Family Catholic School & Sixth Form

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## Job Description – Head of Design Technology (TLR 1b)

### Responsible to: Assistant Headteacher

This is the core job description for all teaching staff, setting out their professional responsibilities. Classroom teachers are accountable to their Head of Department in the first instance, and through them to the Headteacher.

This job description aligns with, and should be read in conjunction with, the Teachers' Standards [Teachers' Standards \(Guidance for school leaders, school staff and governing bodies\)](#) and STPC document:

[School teachers' pay and conditions document 2025 and guidance on school teachers' pay and conditions](#)

The following subjects come under the umbrella of the Design Technology Department: Design Technology, Textiles, Food Technology, Food & Catering.

Core Roles of the Head of Design Technology:

- To lead the Design Technology department towards excellence in all areas of its work, with the school's Mission Statement at its heart.
- To significantly improve outcomes for students in all Design Technology subjects.
- To keep up to date with curriculum developments
- To make a significant contribution to the life and development of the school beyond the Design Technology department.
- To ensure that students are safe in lessons, particularly when practical work is undertaken.
- To ensure that all Design Technology staff are well supported and feel valued.
- To embed excellent working practices across the Design Technology department.
- To monitor, evaluate and improve the work of the Design Technology department.
- To ensure that all resources in Design Technology are used effectively.
- To line manage and develop a significant team of staff.

### Specific Responsibilities

#### 1. Introduction

This appointment is with the Governors of Holy Family Catholic School under the terms of the Catholic Education Service contract signed with the Governors as employers.

#### 2. Vision, Strategic Direction and Development of the Design Technology Department

The Head of Design Technology works with SLT to develop a vision and strategic outlook for the department. The Head of Design Technology analyses the needs of the department and formulates short, medium and long term plans.

#### Key Tasks

2.1 To develop and share a clear vision for the future of Design Technology education at the school.

2.2 To work with SLT in formulating, updating and reviewing departmental policies and ensuring their implementation and effectiveness.

2.3 To ensure and agree the production of a Departmental Development Plan with a clear regard to the short, medium and long term.

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2.4 To ensure that the department's management structure, resources and administration clearly support its vision and the objectives outlined in the DDP.

2.5 To implement the Governing Body's equal opportunities policy.

2.6 To motivate and inspire staff and students, taking a personal interest in their well-being and development, "recognising the uniqueness of each and the equality of all".

2.7 To monitor, evaluate and report on academic achievement of all students in Design Technology.

2.8 To monitor, evaluate and report on the achievements of the department.

2.9 To monitor, evaluate, report on and review the effect of policies, priorities and targets and take appropriate action.

## 3. Leading Teaching and Learning

The search for educational excellence in Design Technology at the school is expressed in high quality learning and teaching, through the Mission Statement. Teaching responds to the needs of the students and acknowledges their individual worth as children of God.

The Head of Design Technology works with SLT to secure and sustain effective learning and teaching. The Head of Design Technology monitors, evaluates and reports on the teaching and standards of attainment, using relevant benchmarks and setting targets for improvement.

### Key Tasks

3.1 To determine, organise and implement a curriculum that:

- Meets statutory requirements, including the National Curriculum.
- Follows the policies of the Governing Body.
- Is inclusive for all the students at Holy Family, including those with Special Educational Needs, or those who are very talented.
- Engages all students and staff.
- Provides for the spiritual, moral and cultural needs of our students.

3.2 To prepare and regularly update detailed schemes of work, ensuring that the requirements outlined above are contained therein alongside changes to specifications.

3.3 To lead departmental meetings, preparing agendas and minutes to be communicated to the line manager and all members of the department.

3.4 To support all members of the department in their teaching and other duties.

3.5 In partnership with SLT, to monitor, evaluate and further develop means whereby:

- Policies for learning and teaching, assessment, recording and reporting are effective.
- The Design Technology curriculum enables continuity of learning and can be seen as a coherent whole.
- Good practice is celebrated and shared.
- Data and assessment information are used effectively to inform future teaching, to motivate students and to inform parents.

3.6 To ensure accuracy of entries for examinations and that this information is shared with all students and Design Technology teachers.

3.7 To ensure that robust systems are in place to check the quality of coursework and the accuracy of marking.

3.8 To ensure that the highest possible standards of student behaviour are expected and enforced by all staff across the department, in accordance with the school's Behaviour Management policy.

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3.9 To actively promote and encourage learning outside the classroom.

## **4. Leading and Managing Staff**

The Head of Design Technology's leadership and management of staff should demonstrate an awareness of their unique contribution as individuals.

Through performance management (Appraisal), effective CPD practices and the professional aspirations of staff, the Head of Design Technology supports all adults working in the department to achieve the highest possible standards.

To equip him or herself with the capacity to deal with the complexity of the role and range of leadership skills and actions required, the Head of Design Technology must be committed to their own continuing professional development.

### **Key Tasks**

4.1 To lead, inspire, motivate, empower and support all staff in the department to achieve the highest possible educational standards for our students.

4.2 To assist SLT in determining the department's staffing and timetable structure.

4.3 To deploy and manage all staff appointed to the department in a manner that is reasonable and pursuant to their conditions of employment.

4.4 To assist the Head Teacher and participate in the key task of selecting and appointing high quality teaching and non-teaching staff in Design Technology as required.

4.5 To delegate responsibility, having regard for the reasonableness of the tasks involved.

4.6 To ensure/check that cover work is provided for absent teachers/support staff in the department.

4.7 Carry out the appraisals of a team of Design Technology staff, in line with school policy, ensuring that the statutory arrangements for performance management of members of the department are adhered to, subject to the Governing Body's performance management policy.

4.8 Ensure all Design Technology staff meet high standards of work and conduct.

4.9 To identify and act upon training needs arising from:

- The performance management cycle;
- The school development plan;
- New initiatives and legislation;
- Self-evaluation,

such that the training and CPD of staff will ultimately be of benefit to students in Design Technology.

4.10 To assist the AHT for CPD in ensuring that effective programmes are in place for the induction of newly qualified teachers, and other new staff in Design Technology.

4.11 To offer professional advice.

4.12 To effect and share good leadership and management practice, positive staff participation, transparent lines of communication and clear procedures.

## **5. Effective Deployment of Staff and Resources and Ensuring Value for Money**

The Head of Design Technology will deploy staff and resources to best effect, ensuring value for money where appropriate.

### **Key Tasks**

5.1 To allocate, control, monitor and account for those financial and material resources that are delegated to the Head of Design Technology.

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5.2 To ensure that the Design Technology areas are well maintained and safe, with particular regard to Health and Safety. The Head of Design Technology will report any issues to the Head of Resources.

5.3 To ensure that the Design Technology areas are attractive environments for all those who learn and work within them.

## **6. Accountability**

The Head of Design Technology is responsible for ensuring that all students at Holy Family benefit from the highest standards of teaching and have the best possible opportunities to achieve their potential in Design Technology subjects, ready to make a contribution as young adults.

### 6.1 Parents and Carers

6.1.1 To ensure that parents and carers are kept informed of the progress of their children in Design Technology, outside of the normal systems of reporting to parents where appropriate.

6.1.2 To ensure that where a concern has been raised by parents/carers, the matter is dealt with swiftly, with the support of SLT as appropriate.

### 6.2 SLT and the Governing Body

6.2.1 To report to the Assistant Headteacher fortnightly.

6.2.2 To report on the progress of students in all Design Technology subjects through the school's Quality Assurance procedures, including providing commentary on examination outcomes.

6.2.3 To report on standards within the department, e.g. the quality of marking, in line with school policy.

6.2.4 To undertake or assist with departmental monitoring processes of the Design Technology or other departments as required.

6.2.5 To ensure that SLT are kept informed of any areas of concern and how these concerns are being monitored.

## **7. Other Responsibilities**

7.1 To teach 34 hours per fortnight.

7.2 To attend all relevant meetings, both within the school or with outside agencies/partners.

7.3 To ensure that there is a programme of extra-curricular activities run by the Design Technology department, monitoring attendance and effectiveness of any such provision.

7.4 Ensure that there are rigorous systems in place to identify and tackle underachievement in Design Technology across the school.

7.5 Keep all members of the department informed, where required. Good communication skills are central to this role.

7.6 Be responsible for your own professional development, as well as that of others.

7.7 Create and maintain good working relationships among all members of the school community.

7.8 To undertake duties expected of a senior member of the middle leadership team, such as 'on-call'.

7.9 The Head of Design Technology may be required to undertake the duties required of a form tutor.

7.10 Undertake from time to time, any other duties as directed by the Head Teacher.

**This post is subject to an enhanced DBS disclosure.**

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## Person Specification – Head of Design Technology (TLR 1b)

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• First Degree in relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further study at Master's level or above</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership experience</li> <li>• Experience of delivering Design Technology across all key stages</li> <li>• Proven track record of success in improving outcomes in Design Technology</li> <li>• Evidence of initiative and introduction of new ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a London School</li> <li>• Experience of delivering both academic and vocational programmes at level 3</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Inspirational leader</li> <li>• Experience of line-managing others</li> <li>• Proficient with ICT</li> <li>• Good administrative skills including the ability to work under pressure and meet deadlines</li> <li>• Able to engage young people</li> </ul>	<ul style="list-style-type: none"> <li>• Intrigued and excited by new technologies</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• Enthusiastic and passionate about teaching</li> <li>• Determined and organised</li> <li>• Team player</li> <li>• Patient</li> <li>• Resilient</li> <li>• Keen to learn and develop</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Ambitious and keen to develop career</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Passionate about maximising young people's life chances</li> <li>• Committed to his/her own professional development</li> <li>• Supportive of the Catholic Ethos of our school</li> <li>• Up to date knowledge of good practice in relation to the safeguarding of children</li> <li>• Willingness to contribute to study support interventions and extra-curricular activities</li> <li>• High professional standards in dress, attendance and punctuality</li> </ul>	

March 2026