



# KIRKHAM

## GRAMMAR SCHOOL

### HEAD OF DESIGN AND TECHNOLOGY

#### THE DEPARTMENT

The department consists of three teachers and one full time technician and is well-resourced and accommodated in dedicated rooms that have the benefit of fully equipped facilities.

Design and Technology is an important, compulsory part of the Key Stage 3 curriculum. The OCR Design and Technology specifications for both GCSE and A-level are followed and the subject is a very popular option (69 students are in Year 10, 56 in Year 11; 21 in Year 12 and 16 in Year 13). Students are able to follow a Product Design or Design Engineering route, although the possibility of extending or altering the range of courses offered in future years is something the new Head of Department has the opportunity to shape. Results have been excellent in recent years and there is determination to maintain this high level of attainment.

#### ROLE

To lead the Department and to maintain an effective team to facilitate pupils' learning in this subject. The Head of Department will play a vital role in the professional development of colleagues and the promotion of Design and Technology within the school, including the management of change and the striving for continued improvement in standards of teaching and learning.

#### RESPONSIBILITIES

- Teach across a range of year groups within the department, upholding the expected standards of the school.
- To provide leadership and create enthusiasm for teaching among members of the department, to develop team work and balance the strengths of individuals, allocating responsibilities as appropriate. To make arrangements for departmental consultation and communication. To provide Senior Deputy Head with a copy of the notes of departmental meetings
- To define and develop departmental policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as

necessary, working within the aims of the school and in line with educational developments nationally. To produce and revise the department handbook

- To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings. To liaise with the examinations officer as necessary over external examination entries
- To assist in the recruitment of new staff and to be responsible for the induction of new staff. All new teachers should be appropriately trained, monitored, supported and assessed. To be responsible for the day to day management of all members of the department
- To monitor and assess the work of the subject through the staff development and appraisal programme, and through nationally recognised guidelines for inspection. To promote and monitor professional development within the department. To offer support and advice to members of the department and encourage their professional development
- To regularly monitor the work of department members, ensuring that they are following the correct syllabi and adhering to policies, including marking, and schemes of work and observing their teaching
- To establish common standards of practice and to encourage the sharing of good practice within the department and develop the effectiveness of teaching and learning styles
- To produce an annual examinations analysis and department review
- To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date
- Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting
- To ensure that the department is up to date with the implementation of school policies including SEN and Most Able Pupils
- To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all pupils and monitoring assessment, recording and reporting at all levels.
- To promote teaching and learning styles which stimulate pupil interest and involvement in learning (including the use of new technologies)
- To represent the department at HoD Cluster Meetings, and to contribute to curriculum development and other relevant whole school development (planning and implementation) through this and other means as appropriate. To disseminate relevant information to members of the department

- To encourage appropriate links across the curriculum, between departments and with other schools, and to promote relevant activities outside school. Represent the department at school events, open days, and parent evenings
- All teachers are expected to contribute to the wide and varied co-curricular programme
- To organise and manage the department budget and resources to ensure the efficient and effective use of all resources. To maintain a stimulating environment within the department. To be responsible for department administration
- Take responsibility for matters relating to health and safety
- Undertake duties that may be reasonably assigned by the Head.

**Reports To:** Deputy Head leading the Cluster Group

**Salary:** Kirkham Grammar School Pay Scale

**Closing date for applications:** 12/03/25

**Proposed interview date:** To be advised, we reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to apply as soon as possible.

**Applications:** By application form and supporting letter/CV to:  
 Mrs A Roberts  
 HR Manager  
 Kirkham Grammar School  
 Ribby Road  
 Kirkham  
 PRESTON  
 PR4 2BH

The post is ultimately subject to completion of the school's own application form, two satisfactory references, DBS clearance and verification of qualifications.

*Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people.*

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Feb 2025