



## Liverpool College

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

### **Job Description** Teacher of Design and Technology (Resistant Materials / Product Design)

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<b>Reporting to:</b>	The Head of Technology, Enterprise and Sport Faculty and the Principal
<b>Liaising with:</b>	The Head of Technology, Enterprise and Sport Faculty, Subject Coordinators, Relevant external agencies
<b>Working Time:</b>	Full-time, permanent
<b>Salary:</b>	Liverpool College Salary Scale between L1 (£23,721) - L9 (£39,408) dependent upon experience, pay award expected from 01.09.19
<b>Probationary Period:</b>	Six months
<b>DBS disclosure:</b>	Enhanced

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### **Objectives**

- To foster a genuine interest in and enjoyment of your subject as an exciting, relevant and rewarding area of the curriculum.
- To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards.
- To be accountable for pupil attainment, achievement and progress in the classes taught.
- To ensure a duty of care at all times to safeguard and promote the welfare of all pupils.
- To contribute to the moral and spiritual development of pupils
- To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with pupils, parents, colleagues and visitors.
- To actively support and promote positive professional and curriculum links across all educational phases of the College.
- To actively engage with the performance management process and continue with personal and professional development.
- To adhere to school policies and procedures as set out in the staff handbook and other documentation available.
- To support the leadership and management of the College in securing quality of education for all.

- To comply with any reasonable request from the Principal to undertake work not itemised in this job specification.
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### **Developing the Subject**

- To support The Head of Technology, Enterprise and Sport Faculty in carrying out self-review.
  - To contribute to the preparation, implementation and monitoring of the subject improvement plan.
  - To support academic and pastoral teams in the review, implementation, development and monitoring of whole school policies which promote the College's values, aims and objectives.
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### **Leading teaching and learning**

- To work with colleagues to formulate the aims, objectives and strategic plans for teaching which are relevant to the needs of pupils and support the aims, objectives and strategic plans of the school.
  - To ensure short, medium and long-term planning is effectively carried out and pupils' individual needs are met through appropriate differentiation in all classes taught.
  - To contribute to the development and implementation of curricular initiatives.
  - To ensure high standards of pupil attainment, behaviour and motivation through effective teaching.
  - To uphold the school's behaviour code and uniform regulations.
  - To set stimulating and varied homework tasks in accordance with College and Faculty policy.
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### **Accountability**

- To undertake Performance Management Review.
  - To contribute to the target setting process for your classes.
  - To contribute to College procedures for lesson observation and monitoring.
  - To implement College quality procedures and to ensure adherence to those within the subject area.
  - To monitor and evaluate own practice in line with agreed College procedures including evaluation against quality standards and performance criteria
  - To provide accurate and up-to-date information for the management information system as requested by the Head of Faculty/Subject Leader, SMT or Governors.
  - To analyse and evaluate performance data provided.
  - To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
  - To report to and engage with external agencies as appropriate.
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### **Professional Development:**

- To continue personal development in all relevant areas, including subject knowledge and teaching methods.
- To ensure development needs are identified and appropriate programs designed to meet such needs are undertaken.
- To support the effective induction of new staff in line with College procedures.
- To liaise with support staff, parents, governors and outside agencies.
- To attend and participate in Open and Parents' evenings.

- To participate in whole staff training and Continuing Professional Development.
  - To attend team and whole staff meetings.
  - To work collaboratively with all colleagues
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### **Community Links**

- To support and promote the College ethos and mission statement.
  - To ensure effective communication/consultation as appropriate with the parents/carers of pupils.
  - To liaise with all sections of the College and other relevant external bodies, as appropriate.
  - To contribute to the College liaison and marketing activities as appropriate.
  - To support the Head of Faculty with the setting up of effective links with identified partner schools and the community including the school sponsors and the business community.
  - To play a full part in the life of the school community and to encourage and ensure staff and pupils follow this example.
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### **Class Teacher**

- To register pupils, accompany them to assemblies and Chapel, encourage academic progress and their participation in other aspects of College life.
  - To ensure high standards of appearance, manners and punctuality are maintained by all members of the Tutor group.
  - To implement the PSHE programme.
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### **Extra-Curricular Contribution:**

- To contribute to the College's extensive Activities Programme of sports, arts, clubs and societies.
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***All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.***

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.***

***May 2019***