



Job Description: Head of Food Technology

Salary

The post carries a TLR 2c in addition to the post holder's substantive salary.

Line of responsibility

The Head of Food Technology is directly responsible to the Head of Design Technology.

Line management

The head of department is responsible for the performance of all staff within the department, including acting as team leader within the school's performance management scheme.

Job content

Strategic purpose

The head of department will play a major role, under the direction of the Head of Design Technology and the leadership team, in establishing the aims and objectives of the department to reflect the overall aims and objectives of the school and in implementing appropriate policies and procedures to ensure the achievement of these objectives. S/he shall lead the staff appraisal arrangements within her/his department and set challenging targets to ensure that staff are motivated to deliver education to the highest possible standard in accordance with the objectives included within the school's development plan.

Core responsibilities

- S/he shall have overall responsibility for all teaching and learning within the department.
- S/he shall ensure, through the effective operation of assessment, recording and reporting systems that all pupils within the department meet agreed targets, both individually and across the department, and shall ensure that schemes of work include provision for personalised learning.
- S/he shall ensure that all members of the department are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the department is adequately resourced to fulfil its function within the school.
- S/he shall keep abreast of national strategy and developments impacting on her/his subject area/s and ensure information is communicated to the department and whole-school staff, and the department is responsive to such developments.
- S/he shall contribute to curriculum development and timetabling as required.
- S/he shall oversee the preparation of schemes of work and lead, develop and enhance the teaching of other teachers within the department.
- S/he shall work within the school's professional development programme to ensure that s/he and the members of the department keep their knowledge and expertise up to-date.
- S/he shall play a key role in the appointment of staff within the department and shall put in place arrangements for the mentoring of newly qualified and trainee teachers within her/his subject area/s as required.

- S/he shall represent the interests of the department within the wider management of the school, and participate in any collaborative arrangements with other schools which may benefit the development of the department.
- S/he shall agree appropriate professional targets annually with the appropriate senior leader, who will monitor and review her/his performance in accordance with the school's appraisal policy.
- S/he shall manage the departmental budget/s and ensure value for money in resourcing the department.
- S/he shall contribute as appropriate to whole-school initiatives such as induction days and shall encourage extra-curricular activities and educational visits within the school guidelines.
- S/he shall be responsible for all aspects of health and safety within her/his department.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.