



Head of Design Technology – Job Description

Design Technology is to be reintroduced to Duchy College (formerly Harrogate Ladies College) from September 2026 with a KS3 curriculum in place and the ambition that both GCSE and A Level classes in Year 10 and 12 respectively will run. This role will be pivotal in ensuring the profile of the subject is managed and developed in an exciting and dynamic way to ensure the best engagement with staff, parents and pupils.

Consequently, we are seeking a visionary and motivated Head of Design Technology to reinstate the subject at Duchy College. This is a unique opportunity for an ambitious educator to shape both a vibrant curriculum and department, and inspire a brand new generation of designers, creators and engineers.

As Head of Department, you will champion excellence in teaching and learning across all areas of Design Technology. You will have a pivotal role in developing a curriculum that is bold, engaging and future focused.

Our School thrives on creativity, innovation and ambition. We embrace change and foster a culture where ideas flourish. We are, therefore, looking for a leader with a proven track record of driving improvement and developing strategy. You will work closely with senior leaders and align the departmental development with the wider School Development Plan, ensuring the success of Design Technology as a new department and its future academic excellence.

In this role, the successful applicant will:

- **Collaborate closely with Senior Leaders** to align the department's strategic goals with the broader School Development Plan, contributing to whole-school improvement
- **Promote and embody the culture** of the School
- **Lead and manage colleagues** for whom they are responsible to ensure a collaborative spirit and high-performing staff
- **Manage departmental budgets, equipment and resources** with efficiency and foresight, ensuring tools and machinery are maintained and serviced when necessary
- **Introduce exciting enrichment opportunities** that extend learning beyond the classroom and which foster creativity and practical skills

Details of the Head of Department job description:

Accountable to: Principal and Nominated Educational Leadership Team (ELT) member

Key responsibilities:

1. **Teaching and Learning:** Heads of Department have a pivotal role in inspiring and challenging pupils of all abilities in every year to raise their academic standards, promoting their confidence and self-esteem and in securing year on year improving GCSE and A level results. They will secure and sustain effective teaching, evaluate the quality of teaching and standards of pupils' achievements and set targets for improvement. They will:
 - a. Create and oversee the direction of Design Technology as a new subject;

- b. To lead the planning and teaching in KS3, KS4 and KS5;
- c. be an excellent teacher;
- d. promote the importance of improving and promoting teaching and learning to pupils, staff and parents;
- e. review teaching and learning for their own department through a programme of lesson observations, work scrutiny, pupil voice and learning walks and from this draw up ideas for improvement;
- f. ensure the department has a range of differentiated teaching and learning materials, including utilising Teams and SharePoint, and that all materials are regularly reviewed and updated;
- g. implement strategy to improve teaching and learning within their department;
- h. ensure that pupils are assessed, supported and tracked individually and consistently and exam entries are made and other necessary administrative responsibilities fulfilled;
- i. oversee the setting, marking and analysing of internal examinations;
- j. attend meetings with the Deputy Head Academic, their ELT link and HoDs meetings, to discuss teaching and learning within their department and the wider school;
- k. liaise with the Head of Learning Support/SENCO, Head of EAL and Heads of School as necessary to ensure all pupil's needs are met;
- l. make appropriate and best use of support teachers in the classroom;
- m. analyse staffing requirements and departmental timetabling/rooming with the relevant ELT member
- n. prepare documentation for annual review with the Principal and Deputy Head Academic;
- o. choose and implement specifications for public examination courses in discussion with the Deputy Head Academic and communicate this effectively to parents;
- p. produce stimulating displays in and around the department and ensure a high standard of up-keep in all rooms used by the department.

2. **Strategic direction and development of the teaching and learning:**

Heads of Department help to plan a successful teaching and learning future for the school within the context of the school's aims and policies. They will have:

- a. a carefully planned approach within their own department to the development of excellent teaching and learning reflected in comprehensive and up to date departmental paperwork and practice;
- b. a willingness to engage in professional development in order to become up to date in their understanding of teaching and learning.

3. **Leading and managing staff:**

Heads of Department will support the senior team by:

- a. leading and managing their own department in an exemplary manner; including the appointment and induction of new teachers, professional support and development for colleagues, maintaining high standards in all aspects of the department; and representing the needs of the department to senior management;
- b. Line managing and supporting the technician for DT;
- c. generating positive relationships with colleagues;
- d. ensuring that classes are left relevant and appropriate work;

- e. ensuring that schemes of work, departmental handbook, departmental development plan and other departmental documentation are reflective of the aims of the school, the needs of the pupils and compliant with regulations;
- f. sharing departmental preparations for important pupil recruitment events, e.g. Taster Day/Open Day/Sixth Form Information Morning/Options Evenings etc.
- g. participate in the interview and examination of candidates for entry to the school;
- h. organising the yearly educational trip abroad or field trips, where relevant;
- i. strategic planning, preparing their examinations entries, result analysis and departmental reviews;
- j. ensuring that all activities undertaken in the department conform to current Health and Safety legislation and that Risk assessments are completed and stored as required;
- k. participate in Health and Safety committee as required or ensure DT Technician attends on behalf of the department,
- l. complete and update annual risk assessments in line with the schedule and in conjunction with Estates Compliance Manager
- m. Keep up dated and current with all Health and Safety Legislation regarding equipment, power and all aspects of the department
- n. Ensure all equipment is maintained and checked in line with legislation and best practice, maintaining records and audits
- o. overseeing and managing the work of non-teaching members of the department, such as technicians and assistants.

4. Efficient and effective deployment of staff and resources:

HoDs identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely. This is done through:

- a. weekly departmental meetings, minutes of which should be kept and circulated to the relevant ELT and Principal;
- b. supportive and thorough performance management;
- c. an ability to find resolution for interpersonal difficulties;
- d. the encouragement of a positive learning environment;
- e. the development of learning opportunities outside the classroom via trips, activities etc
- f. The management of their own budget, understanding the need for co-operation with other departments where appropriate.

5. Pastoral Responsibilities:

- a. to carry out pastoral duties in accordance with the school's pastoral policies to ensure the safety and wellbeing of all our pupils;
- b. to ensure that each pupil is given the individual attention they require;
- c. act as a Form Tutor;
- d. attend relevant Parents' Meetings;
- e. award rewards and misdemeanours in line with the School policy;
- f. ensuring that expectations of dress, behaviour and work ethic are closely monitored and clearly communicated to all pupils;
- g. be fully aware of best practice relating to Safe Recruitment and Child Protection. Every teacher should be aware of how to contact the Child Protection Officer and should not hesitate in contacting the CPO about any concerns relating to a child's welfare.

6. General Responsibilities:

- a. to participate in appropriate meetings with colleagues and parents;
- b. the HoD is expected to attend regular meetings with the relevant ELT link, Deputy Head Academic and HoDs meetings;
- c. to undertake a share of general supervisory duties in accordance with the school's organisation of duty rotas;
- d. to contribute to the school's extra-curricular programme;
- e. be aware of requirements for ISI inspections and contribution to updating of policies, documents, lesson plans as requested;
- f. it is expected that the Teacher will undertake a number of duties, from time to time, for the better running of the School as directed by the Principal. Such duties include additional prep supervision, attending events, supervision in boarding and involvement in Travel Day arrangements.
- g. A full statement of duties is found in the Staff Code of Conduct.

7. Educational commitments:

- a. Commitment to the School's Aims and Values;
- b. Commitment to the development of schemes of work which will promote the achievement of each individual pupil;
- c. Commitment to improving teaching and learning in the subject through research/development.

Person specification:

Qualifications and knowledge

- Degree level in relevant subject;
- DFE recognised teacher status; and
- In depth knowledge of relevant regulations, legislation and Health and Safety in regard to this subject

Experience

- Leadership skills: attributes and professional competence;
- Communication skills: the ability to make points clearly both orally and in writing and understand the views of others - pupils, parents, staff, other stakeholders and the public;
- Self- management: the ability to plan time effectively and to organise oneself well; and
- Of taking a lead role in departmental initiatives and experience of implementing new course and developing the curriculum.

Skills and abilities

- Ability to liaise with other teaching staff and work in co-operation with colleagues;
- Ability to motivate pupils through the use of a variety of teaching methods and the setting of appropriate goals and monitoring of progress;
- Ability to assess, monitor and report on pupils' progress;
- Ability to communicate effectively orally and in writing;
- Ability to effectively manage, organise and control pupils' working;
- Ability to successfully encourage pupils to the highest standards of individual achievement;

- Ability to adopt flexible teaching and learning strategies;
- Ability to develop productive working relationships with parents; and
- Understanding or experience of leadership and management of a subject.

Attributes

- Adaptability, resilience, energy and perseverance;
- Self-confidence and enthusiasm;
- Intellectual ability;
- Reliability;
- Emotional intelligence;
- Good organisational and time-management skills;
- Judgement and attention to detail; and
- Ease with, and interest in, young people.