URSULINE HIGH SCHOOL

HEAD OF T LEVEL (Digital Production, Design & Development)

JOB DESCRIPTION

Post Title: T Level Lead (Digital Production, Design & Development)

Grade: UPS3 [£49,571] plus TLR 2c £6,829

Responsible to: Assistant Headteacher (T Levels)

Date: November 2019

Purpose	To lead the Department to excellence in teaching and learning
Responsibility for student outcomes at	KS5
Line Manager	AHT (T Levels)
Line Management of	T Level (Digital Production, Design & Development)
Performance Management of	Up to 2 staff

Main duties

Strategic direction and development	➢ To contribute to developing the vision and mission statement of the school ➢ To contribute to the development, implementation monitoring and review of the school's SIP to ensure all students achieve high standards and make progress ➢ To develop and implement a vision for the Department in line with the national foci for Technical Education ➢ To collaboratively develop, implement, monitor and evaluate a Department Improvement Plan
Ethos	➢ To contribute to the Ursuline ethos of Service ➢ To work collaboratively and develop collaborative teams across the school ➢ To support and contribute to the development of the Chaplaincy ➢ To continue to develop an understanding of the role of Catholic education and Ursuline education in the 21st C
Outcomes	➢ To ensure students meet their targets at Key Stage 5.

	➢ To ensure all groups of students make progress in line with school trends ➢ To ensure enough students are recruited to sustain the course's viability
Curriculum development/ Teaching and Learning	➢ To ensure and sustain excellence in teaching and learning within the Department that ensures targets for improvement are met ➢ To monitor and evaluate the quality of the curriculum (on and offsite) ➢ To develop the curriculum offer within the faculty to meet the needs of all students ➢ To ensure that the learning needs of students are met within the Department ➢ To implement and monitor student assessment, recording and reporting including the effective use of target setting ➢ To effectively collaborate with the Careers team to ensure the successful organisation of Industry Placements for all students ➢ To ensure that students are effectively monitored and supported whilst on industrial placement
Leading and Managing staff	➢ To secure and lead improvement across the Department ➢ To develop a collaborative team ➢ To provide support, challenge, information and development necessary to sustain motivation and secure excellence in teaching ➢ Participation in selection of new staff ➢ To advise on Threshold, Upper Pay Spine Promotion, induction ➢ To ensure the effective deployment of HLTAs/TAs/Support staff
Deployment of staff and resources	➢ To identify appropriate resources for the Department including those within the community and ensure that they are used efficiently, effectively and safely ➢ To ensure an effective and fair deployment of all staff, teaching and support staff ➢ To be responsible for a high quality learning environment within the Department
Review and Evaluation	➢ To contribute to the review and evaluation of the Department Improvement Plan in order to ensure the implementation of the vision and mission statement of the school ➢ To monitor and evaluate the quality of teaching and standards of students achievement within the Department and lead in the setting of targets or improvements ➢ To contribute/lead on the Dpt/SEF/Self Review/DIP
Communication/Administration	➢ To contribute to the school calendar and staff briefing sheet and school newsletter and web site ➢ To monitor the effective update and access to student records, reports, exam results, attendance and behaviour ➢ To ensure the contribution to Curriculum guides and Sixth Form flyers ➢ To ensure the contribution to Sixth Form Handbook

	➢ To up-date SLT and Governors on T Level progress
Parent Partnership and Wide community developments	➢ To develop links with main feeder secondary schools ➢ To support school functions ➢ To develop supportive relationships with students, staff, governors, LA, relevant agencies, Wimbledon College and St Philomena's ➢ To develop appropriate links with other schools/business/community to enhance and develop the curriculum ➢ To ensure a viable number of students are recruited onto the course each year
Continual professional development	➢ To be committed to self-review, one's own professional development and the professional development of colleagues
Safeguarding	➢ To follow the School's Safeguarding Policy and procedures in order to keep every student safe

Key competencies

Support and Challenge	➢ A commitment to do everything possible for each student and to enable all students to be successful
Developing others	➢ Works to develop the long term capabilities and potential of others
Drive for improvement	➢ Sets and tackles challenging targets
Initiative	➢ The drive to act now to anticipate and pre-empt events
Current knowledge of industry	➢ A commitment to staying up to date with developments in the digital sector and ensuring these are reflected in the curriculum