

Job Description

DT Teacher (with IT Support Responsibilities)

Job Title: DT Teacher (with IT Support Responsibilities)

Reports to: Headteacher / Deputy Headteacher

The post holder will be expected to work closely with colleagues across the school to ensure a consistent approach to teaching, learning, student support, transition, and the quality of educational provision.

Review and Amendment

This job description will be reviewed annually and may be amended following consultation between the Headteacher and the post holder.

Purpose of the Role

The DT Teacher will be responsible for delivering high-quality teaching and learning, securing positive outcomes for students, and supporting the effective delivery of the school's curriculum. In addition to teaching Design Technology, the post holder will provide day-to-day IT support across the school, helping to maintain technology resources and ensure staff and students can effectively access digital learning tools.

The successful candidate will:

- Deliver engaging and effective lessons that inspire students and promote achievement.
 - Teach Design Technology and other curriculum subjects as required.
 - Support students with a range of special educational needs to access learning and achieve their individual goals.
 - Contribute to curriculum development and school improvement priorities.
 - Provide practical IT support for staff and students, assisting with technology, equipment and digital resources.
 - Promote a safe, positive and inclusive learning environment.
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Key Responsibilities

Teaching and Learning

- Plan, prepare and deliver high-quality lessons that meet the needs of all students.
- Ensure continuity, progression and curriculum coverage across subjects taught.
- Differentiate learning to support students with a range of abilities, needs and learning styles.
- Develop students' literacy, numeracy and digital skills across the curriculum.

- Create a stimulating and well-organised learning environment that promotes engagement and achievement.
- Prepare short, medium and long-term plans in line with curriculum requirements and school expectations.
- Support students in developing independence, confidence and effective learning habits.

Assessment and Student Progress

- Assess, record and report on student progress in line with school policies.
- Use assessment data to identify strengths, barriers to learning and areas for development.
- Monitor and evaluate the impact of teaching and adapt practice accordingly.
- Set challenging but achievable targets for students.
- Support the development and implementation of Individual Education Plans (IEPs) and personalised learning programmes.
- Develop and implement intervention strategies where students require additional support.

Curriculum Development

- Contribute to the planning, development and evaluation of curriculum provision.
- Support whole-school priorities and improvement initiatives.
- Ensure curriculum planning reflects the needs and abilities of all learners.
- Promote high standards of teaching, learning and achievement.

IT Support Responsibilities

- Provide first-line IT support to staff and students.
- Assist with the maintenance and organisation of IT equipment and digital resources.
- Support users with hardware, software and network-related issues.
- Set up and maintain classroom technology and learning resources.
- Help ensure effective use of educational technology throughout the school.
- Liaise with external IT providers when required.
- Promote safe and responsible use of technology across the school.

Knowledge and Understanding

The post holder will demonstrate knowledge and understanding of:

- The school's vision, values, priorities and improvement plans.
 - Curriculum requirements, assessment expectations and reporting procedures.
 - Effective teaching and learning strategies that secure positive outcomes for students.
 - Special Educational Needs and Disabilities (SEND) legislation and best practice.
 - Behaviour management approaches that support engagement and learning.
 - Safeguarding responsibilities and child protection procedures.
 - Information technology systems and digital learning tools relevant to an educational setting.
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Working with Parents, Carers and External Partners

The post holder will:

- Build positive and effective relationships with parents and carers.
 - Provide regular information regarding student progress, attainment and wellbeing.
 - Communicate effectively, both verbally and in writing, with families and external professionals.
 - Develop links with community organisations, businesses and external agencies to enrich learning opportunities.
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Managing Performance and Professional Development

The post holder will:

- Manage time effectively and prioritise workload appropriately.
 - Take responsibility for maintaining and developing their professional knowledge and skills.
 - Participate fully in appraisal, supervision and professional development processes.
 - Attend and engage in staff training, INSET days and other professional learning opportunities.
 - Undertake Team Teach training and any other training required by the school.
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Resource Management

The post holder will:

- Use resources effectively to support high-quality teaching and learning.
- Contribute to decisions regarding curriculum and resource development.

- Support the effective deployment of support staff where appropriate.
 - Maintain learning resources, equipment and technology to a high standard.
 - Ensure classrooms, workshops and learning environments are safe, organised and fit for purpose.
 - Carry out risk assessments and maintain safe working practices within DT and IT environments.
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Team Working and Collaboration

The post holder will:

- Work collaboratively with colleagues across the school.
 - Share expertise, resources and effective practice.
 - Contribute positively to a culture of teamwork, continuous improvement and professional learning.
 - Support wider school initiatives and activities as required.
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General Responsibilities

The post holder is expected to act in accordance with the school's policies, procedures and professional standards at all times, including safeguarding, health and safety, equality, diversity and confidentiality requirements.

This job description is not intended to be exhaustive. The post holder may be required to undertake other duties appropriate to the grade and nature of the role, as reasonably requested by the Headteacher, to support the effective operation of the school.