

# **ASCENSION ISLAND GOVERNMENT**

## **TWO BOATS SCHOOL**

### **JOB DESCRIPTION**

**JOB TITLE:** Secondary Teacher of Design Technology

**TEAM:** Education

**REPORTS TO:** Head/Assistant Head Teacher Secondary

**GRADE:** 4

#### **JOB PURPOSE:**

- (1) To teach Design Technology to Years 7-11 (Up to IGCSE) in the secondary section to meet the requirements of the UK National Curriculum adapting to address local circumstances.
- (2) To manage the Design Technology department in the secondary section.

#### **MAIN DUTIES:**

- (1) To carry out the professional duties of a teacher as set out in the accompanying schedule.
- (2) To write and keep under review the schemes of work for Design Technology in the Secondary section.
- (3) To advise the Assistant Head Teacher Secondary on curricular matters relating to Design Technology in the secondary section.
- (4) To advise the Assistant Head Teacher Secondary on the timetable requirements of Design Technology in the secondary section.
- (5) To teach, if required, members of the wider community as part of an evening class or day release programme.
- (6) To be a form tutor and to be responsible for their pastoral care and deliver a Personal, Health and Social Education programme.
- (7) To play an active role in extracurricular activities and assist in the organisation of whole school events e.g. sports, productions etc.

- (8) To fully participate in staff meetings.
- (9) To take part in cover arrangements when necessary.
- (10) To attend and deliver assemblies according to the school rota.
- (11) To supervise pupils at periods before, during and after school.
- (12) To undertake any other related duties as reasonably requested by the Assistant Head Teacher Secondary and the Headteacher.

**RESPONSIBILITIES:**

- (1) To comply with existing Health and Safety legislation and procedures.
- (2) To keep under review the schemes of work in Design Technology
- (3) To contribute to any relevant in-service training programmes

**PERSON SPECIFICATION:**

**Essential**

- (1) Experience of managing a number of different years through the IGCSE (or equivalent) Curriculum
- (2) Good inter-personal skills
- (3) Good written and oral communication skills
- (4) Able to work as one of a small team.

**Highly Desirable**

- (1) Qualified teacher status
- (2) The ability to teach an additional subject up to IGCSE level – for example Humanities, PE or Modern Foreign Language.