

Role Profile

Head of ADT and

Creative Learning

Location: Downsend School

Function/Department: ADT

Reporting To: Heads of School

What you'll be doing

Role purpose

To work collaboratively with the Heads of School to lead and promote the teaching of Art, Design and Technology (ADT), including resistant materials, textiles, and food and nutrition. The post holder will also lead on the school's vision for creativity in learning as one of its key future skills.

In addition, the post holder will carry out such other associated duties as are reasonably assigned by the Executive Head.

Key responsibilities

- **Departmental Leadership:** Lead and manage the ADT faculty, establishing a clear ethos, positive atmosphere and attractive environment for both staff and pupils.
- **Standards of Excellence:** Ensure the highest standards of teaching and learning in ADT from KS3 to KS5, while ensuring continuity and transition from KS2.
- **Team Management:** Manage and direct the ADT teaching team, including the subject leads for Art and Food & Nutrition and technical staff; allocate tasks and provide appropriate support and challenge.
- **Curriculum Development:** Develop ADT teaching in line with school policies and schemes of work, coordinating the efforts of the subject team while driving the school's vision for Creative Learning.
- **Enrichment:** Oversee and enhance the ADT-specific enrichment programme, including internal and external competitions, trips, industry experiences and scholarship preparation.

What you will be doing

- Carry out teaching duties in ADT subjects in accordance with the school's schemes of work.
- Maintain up-to-date knowledge of relevant GCSE and A-level examination boards and syllabuses to ensure pupils are fully prepared for external assessments.
- Assist with the recruitment and professional development of the ADT teaching team.
- Foster a strong team spirit, taking a personal and professional interest in the welfare of department members.
- Ensure all pupils are appropriately challenged, make strong progress, and are enthused and inspired by their lessons.
- Plan and provide a stimulating, motivating learning environment, ensuring resources are well organised, accessible and inclusive of pupils' work.
- Take responsibility for the working environment and ensure all resources and equipment are maintained in safe condition for pupils and staff.
- Manage issues relating to the organisation, ordering and funding of resources, liaising with the Operations and Finance Manager as required.
- Stay informed of new developments in ADT pedagogy, including emerging technologies such as CAD and CAM, and lead relevant professional development sessions.
- Use IT to support reporting, administration and the tracking and monitoring of pupil progress, liaising closely with the Head of Learning Support.

- Write reports, advise at Parents' Evenings and communicate effectively with parents regarding their child's progress.
 - Contribute to the extra-curricular life of the school, working closely with other departments to develop cross-curricular initiatives.
 - Liaise with staff across Downsend sites to ensure continuity and progression.
 - Oversee the ADT scholarship programme.
 - Promote, organise and lead external competitions within the ADT faculty.
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Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

What you'll bring

Essential	Desirable
<p>Skills</p> <ul style="list-style-type: none">• Ability to demonstrate continued improvement in pupils' attainment, progress and behaviour.• An exceptional, dynamic and committed leader who inspires high levels of confidence.• Excellent communication skills, including oral, written and ICT.• Outstanding organisational and administrative skills.• Calm, efficient approach with the ability to work effectively under pressure.	<p>Skills</p> <ul style="list-style-type: none">• Enthusiastic commitment to the importance of co-curricular activities.• Cheerful and well-presented, with the ability to inspire confidence and communicate effectively in public.
<p>Qualifications</p> <ul style="list-style-type: none">• Good honours degree.	<p>Qualifications</p> <ul style="list-style-type: none">• Qualified Teacher Status (QTS).• Commitment to continuous professional development (CPD).
<p>Experience</p> <ul style="list-style-type: none">• Experience of teaching GCSE and A-level Art, Design and Technology, including leadership of a Design and Technology and/or Art area.	<p>Experience</p> <ul style="list-style-type: none">• Prior teaching experience within the independent sector.

Key Stakeholders you'll be working with

- **Internal:** Senior Leadership Team, staff, pupils and parents.
- **External:** Cognita School Support Centre and feeder schools.

To be signed and dated by employee:

Signed:

Name (print):

Date:

COGNITA