



Job Description and Person Specification

Curriculum Leader Food Technology

Job Description

Curriculum Leader of Food Technology

Start Date: 1 January 2027, or as soon as possible thereafter

Permanent, Part Time (0.4-0.5 FTE)

M1:UPS3

TLR 2A

Overall Purpose of the Role:

- To be responsible for managing the Food Technology Curriculum.
- To Liaise with SLT, CLs, Pastoral team, SENCo, subject staff, support staff.
- To strategically plan for the development of the following areas demonstrating impact of these on learning and progress of pupils:
- To ensure planning and delivery of a broad and balanced curriculum in Food Technology both in the taught timetable, and the co-curricular offer.
- As a Leader in the school uphold, model and reflect the Vision, Values and Ethos of Rugby High School
- To ensure progress through the curriculum and achievement of all groups of learners through:
 - Securing high quality teaching which directly impacts upon pupil progress.
 - Designing a curriculum which ensures the progress of all learners.
 - Working with other colleagues to maximise a positive work ethic and a love of learning for your subject, in line with the RHS vision.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

Key Duties:

In addition to the development of further strategic ideas your key responsibilities will include:

- Working with the Senior Leaders and subject staff to design an exciting and engaging curriculum built with our able pupils' needs in mind.
- To be a leading example of high-quality teaching for others.
- To continue to develop personal learning through various CPD activities.
- To play a full and rich role in the life of the school.
- Ensure that schemes of learning are being delivered appropriately and teachers and pupils are clear about the learning and teaching objectives and progress made towards them.
- Work collaboratively with colleagues to develop cross- curricular opportunities, lead CPD
- Use data effectively to identify pupils who are underachieving in the subject and, where necessary, create and implement effective plans of action to support them.
- Have a clear understanding of expected levels of progress of all learners in order to hold subject staff to account for the progress of the pupils they are responsible for.
- Ensure examination entries and any coursework or NEA are completed to deadline and are correct.
- Ensure that records of individual pupils' progress are being maintained according to departmental and school policies.

- Ensure support for all pupils in subject areas is appropriate including adaptive teaching strategies to meet the needs of and challenge the students.
- Provide opportunities for all pupils to engage within Food Technology not only those opportunities taken at GCSE and A-Level .
- Work with SLT to effectively quality assure teaching and learning to support the school on achieving excellence in all areas.
- Ensure setting and staffing is appropriate to pupils needs and targets for expected levels of progress.
- Regularly review the specification offer for pupils in light of their needs, abilities and aspirations.
- Lead and manage those teachers and support staff involved with the delivery of Modern Foreign Languages
- Managing staff absence effectively including setting work where appropriate and ensuring any cover has required resources.
- Provide appropriate induction for new staff, new post holders or initial teacher or school direct trainees and assign professional mentors alongside the teacher training lead.

Other Responsibilities

- To be Form Tutor and as a tutor, act as a member of the whole school pastoral support team.
- To create an attractive and safe environment which stimulates learning and encourage others within the department to help market the success in your department.
- Manage the department budget and assess areas for development and investment.
- Manage the working environment and ensure that this is safe and that risks are properly assessed and minimized.

Accountability:

- Line management of any staff involved with the delivery of Food Technology
- Ensure Inspection preparedness in terms of keeping clear documentation and evidence ready to present to an Inspection team if needed.

Equal Opportunities

- To know and adhere to the Rugby High School equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To co-operate with Rugby High School insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

Person Specification

Candidates will be assessed against the following criteria. The methods of assessment used for each criterion are indicated. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

Listed below are the essential criteria and how these are assessed.

A=application, I =Interview and other assessments/activities R= reference.

Requirements	Essential	Desirable
Education		
Qualified Teacher Status	X	
Relevant Degree (Food or equivalent)	X	
Experience of teaching Food Technology at KS3/4/5	X	
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING Applicants should be able to demonstrate a good knowledge and understanding of the following areas:		
Has an understanding of current educational issues	X	
Strategies for raising standards	X	
Effective learning and teaching strategies	X	
Knowledge of the Secondary Curriculum	X	
Use data effectively	X	
Effective user of ICT.	X	
Show awareness of whole school issues	X	
The ability to translate vision into practice	X	
Developed partnerships with stakeholders	X	
Excellent subject knowledge and awareness of the latest initiatives in that subject	X	

EXPERIENCE AND CURRENT PRACTICES Applicants should be able to demonstrate from their experience and current practice the ability to		
Prioritise, plan and organise	X	
A passion for Modern Foreign Languages which is demonstrated in the classroom	X	
Act as a role model for pupils and staff by setting high personal and professional standards	X	
Motivate and inspire pupils, staff, parents, governors and the wider community	X	
Deal sensitively with people and resolve conflicts	X	
Use a variety of leadership styles in different situations and understand their likely effects.	X	
Be able to demonstrate impact of teaching and learning on progress	X	
Be committed to providing highquality feedback to all learners and leading by example in this area	X	
Experience of Quality Assurance processes and monitoring and managing staff performance		X
Successful leadership of transformation and change management		X
SKILLS AND PERSONAL QUALITIES/CHARACTERISTICS Applicants should be able to demonstrate from their experience and current practice the ability to		
Enjoy working with, and for, young people	X	
Be an excellent classroom practitioner able to secure pupil engagement in learning	X	
Have the imagination, energy and capacity for hard work together with an enthusiasm to take on developments and challenges	X	
Demonstrate the ability to identify tasks, and move projects forward to successful completion	X	

Possess excellent communication skills. Able to engage a variety of audiences	X	
Ability to analyse issues and to think both creatively and strategically	X	
Ability to apply and adapt national initiatives in a local context	X	
Be good at completing tasks, as well as starting them	X	
Be willing to contribute to activities outside the timetable	X	
Personable, approachable, whilst still inspiring respect and personal and professional credibility	X	
Ability to work under pressure whilst maintaining a positive and creative attitude	X	

RUGBY HIGH SCHOOL is committed to safeguarding and promoting the welfare of children and expect all employees to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); online checks as part of KCSIE; medical fitness; identity and right to work in the UK. Applicants will be required to provide two suitable references.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

All staff have a responsibility to provide a safe environment in which children can learn this includes ensuring that health and safety regulations are followed; activities that are potentially hazardous are risk assessed and contributing to the maintenance of a supportive culture throughout the school community in which students feel cared for, respected and listened to.