



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Head of Design Technology

Reporting to

The Headmaster, through the Deputy Headmaster/Head of Senior School

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It fosters excellence through learning and leadership and offers an educational experience ranging across intellectual, social, cultural, spiritual and physical pursuits.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 680 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,120 boys - day students and boarders.

Purpose of the Role

The Head of Design Technology is primarily responsible for providing specialist support for students in Years 9-12 in Design Technology and to support teaching staff in facilitating learning for these students.

This position works collaboratively with other members of the Department and classroom teachers to develop the Design Technology programme within the framework of the aims and strategic goals of Melbourne Grammar School.

Key Internal Contacts

Headmaster	Deputy Headmaster/Head of Senior School
Head of Teaching & Learning	Heads of House
Other Teaching staff	Director of Sport

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Head of Department

- Manage the Design Technology Department staff, including orientation, support and appraisal
- Analyse, summarise and distribute all external specialist reports on relevant Melbourne Grammar School students
- Liaise with Head of the Science & Technology faculty to ensure that the Design Technology department contributes to the faculty's goals.
- Facilitate appropriate consultation within the Design Technology Department, including convening and chairing of regular departmental meetings
- Develop, record, implement and monitor curriculum programmes within the Design Technology Department
- Prepare for and provide Design Technology assistance to groups and individual students who are experiencing design technology difficulties in the classroom
- Collaboratively plan courses, activities, resources, assessment and other relevant matters within the Design Technology Department
- Coordinate parent meetings, as requested by the Heads of House and VCE Coordinator
- Liaise with Head of Counselling Services and School Psychologists
- Consult with subject teachers and, where necessary, provide curriculum modification and advice
- Monitor and control the Design Technology Department expenditure, adhering to the annual budgeted figures and formulate and submit Learning Strategies budget
- Maintain a flexible approach to meeting students' needs with 'in class' support and individualised classes
- Review annually the performance of the Design Technology Department staff
- Maintain and disseminate data to all teaching staff at beginning of each semester
- Coordinate specialist provision for Design Technology students during exam periods in accordance with VCAA requirements
- Communicate with Director of Finance and Administration to coordinate funding allocations
- Liaise with Wadhurst Design Technology teaching staff regarding transition of students into Senior School
- Recommend professional development for staff, where appropriate, within field of expertise.



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Subject Teacher

- Prepare for and conduct classes, as scheduled and required
- Organise class materials to facilitate motivation, enjoyment and learning for each student in the class
- Utilise appropriate technology in the delivery of teaching and learning, including use of student notebook computers
- Monitor, record and report, both verbally and in written form, on the progress of individual students
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and cultural activities
- Undertake school-related duties such as staff meetings, parent-teacher meetings, events, excursions and the like
- Adhere to school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Participate regularly in professional development
- Other duties, as appropriate to the position.

MGS Policies: Risk Management, Health and Safety and Child Safety

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Knowledge, Skills and Qualifications

- Demonstrated love for teaching Years 9-12 and a passion for education of students within the Design Technology field
- A comprehensive understanding of current developments in Design Technology, including systems technology is essential
- A comprehensive understand of the learning needs of a wide range of abilities
- Understanding of interventions to match learning and teaching styles
- Sensitivity to the diverse needs of a day and boarding school and the pressures students may experience
- Ability to operate in an energetic, challenging and diverse team environment
- Proven capacity to improve student learning and nurture academic development
- Up to date understanding of educational assessment and reporting procedures
- Commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within the school setting
- Proactive contributions to wider school programmes
- Willingness to lead and participate in educational change
- Ability to utilise Information Communication Technology as a vital part of the learning process
- Effective conflict management skills
- The ability to work collaboratively with others
- Enthusiasm for participation in the sporting, outdoor education, camp, cultural and co-curricular programmes, including weekends, as required
- Appropriate educational university degree, with a major in an area related to design and technology considered an advantage
- Post graduate degree in an area related to design and technology or a related field is preferred
- VIT registration, or the ability to gain VIT registration, is essential.

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.