# Isle of Anglesey County Council

# Job Description / Person Specification

## PART A

**Job Title:** TECHNOLOGY, ENGINEERING AND CONSTRUCTION LEADER

**Post Number:**

**Service / Section:** Ysgol Uwchradd Bodedern

**Grade:** Teacher's Main Scale & CAD2D

## Overall Job Purpose:

To provide strategic and operational leadership for Technology, Engineering and Construction, ensuring excellence in standards, teaching and learning, curriculum development, resource management and staff professional development in order to improve outcomes and experiences for all learners.

The responsibilities are subject to the general duties included in the annual document: "2017 School Teachers Pay and Conditions and Guidance on School Teachers Pay and Conditions"

**General:** *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

## Main Duties / Responsibilities:

**1. Strategic Leadership**

- Provide strategic leadership and direction for Technology, Engineering and Construction in line with the school's priorities.
- Ensure that provision contributes fully to the four purposes of the Curriculum for Wales.
- Contribute to whole-school self-evaluation, improvement planning and strategic priorities.

**2. Standards, Teaching and Learning**

- Ensure high standards of achievement, progress and engagement for all learners.
- Monitor and evaluate the quality of teaching, learning and assessment across the area.
- Use a range of quality assurance activities to drive continuous improvement.
- Analyse performance data and plan appropriate interventions to improve outcomes.

**3. Curriculum and Assessment**

- Lead the planning, implementation and review of the Technology, Engineering and Construction curriculum.
- Ensure clear progression in knowledge, skills and learning experiences.
- Develop effective assessment strategies and ensure consistency in standards and marking.

**4. Staff Development**

- Lead, support and challenge staff within the area to secure continuous improvement.

- Manage performance review arrangements in line with the school's policy.
- Promote and coordinate professional learning opportunities and leadership development among staff.

**5. Resource Management**

- Manage departmental budgets and resources effectively.
- Ensure the safe, effective and cost-efficient use of equipment, materials and learning resources.
- Maintain high standards of health and safety in workshops, laboratories and other relevant learning environments.

**6. Inclusion and Wellbeing**

- Ensure that all learners, including those with ALN or additional needs, have equal access to high-quality provision.
- Promote the wellbeing, safety and participation of all learners.

**7. Partnerships and Communication**

- Develop strong links with parents, employers, colleges, primary schools and external partners.
- Represent the school at relevant meetings and professional networks.
- Promote opportunities that develop awareness of careers and vocational pathways.

**8. General Professional Responsibilities**

- Fulfil teaching duties in accordance with the School Teachers' Pay and Conditions Document and the Professional Standards for Teaching and Leadership in Wales.
- Comply with safeguarding, health and safety requirements and all school policies.

| **Person Specification:** | **Essential (E) Desirable (D)** |
|---|---|
| **Education and Training**<br>**The minimum educational requirements/professional or vocational qualifications for the post:** | |
| • Professional Teaching Qualification (e.g. PGCE) | **E** |
| • A good honours degree in a subject area relevant to the subject to be taught | **E** |
| • Appropriate evidence of in-service training | **E** |
| • Well qualified and able to teach a range of subjects in a secondary school setting | **E** |
| • Evidence of continuing professional development | **D** |
| **Key Competency Requirements**<br>**Essential Job-Related Knowledge:** | |
| • A thorough understanding of the Curriculum for Wales and its implications for Technology, Engineering and Construction. | **E** |
| • Current knowledge of effective teaching, learning and assessment strategies in secondary education. | **E** |
| • A sound understanding of the use of achievement and progress data to drive improvement. | **E** |

| | |
|---|---|
| • Knowledge of self-evaluation, quality assurance and improvement planning processes.<br>• An understanding of statutory requirements relating to safeguarding, health and safety, particularly within workshops and technological learning environments.<br>• Knowledge of developing literacy, numeracy and digital competence across the curriculum.<br>• An understanding of the needs of a diverse range of learners, including those with Additional Learning Needs (ALN).<br>• Knowledge of relevant qualifications and progression pathways within Technology, Engineering and Construction.<br>• An understanding of leadership principles, performance management and staff professional development.<br>• Knowledge of current developments in the fields of technology, engineering and construction, and their relevance to the curriculum. | **E**<br>**E**<br>**D**<br>**E**<br>**D**<br>**D**<br>**E** |
| **Specific skills:** | |
| • Leadership and team management.<br>• Data analysis and improvement planning.<br>• Effective communication and presentation skills.<br>• Mentoring and staff development.<br>• Resource and budget management.<br>• Proficiency in the use of ICT systems and digital technology. | **D**<br>**E**<br>**E**<br>**D**<br>**D**<br>**E** |

| **Position in the Organisation:** | |
|---|---|
| **Reports to:** | Headteacher via SLT link |
| **Staff Supervised:** | Technology, Engineering and Construction teachers |

| **Working Arrangements and Conditions:** | |
|---|---|
| **Working Week:** | Full Time, Monday to Friday |
| **Identified Work Base:** | Ysgol Uwchradd Bodedern |
| **Contracted Hours:** | Full time |

| **Language Requirements** | | | | | | |
|---|---|---|---|---|---|---|
| **Welsh Language Skills** (Please see the skills framework attached) | | | | | | |
| **Listening (Tick One)** | Level 0 ☐ | Level 1 ☐ | Level 2 ☐ | Level 3 ☐ | Level 4 ☐ | Level 5 ☒ |
| **Reading (Tick One)** | Level 0 ☐ | Level 1 ☐ | Level 2 ☐ | Level 3 ☐ | Level 4 ☐ | Level 5 ☒ |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Speaking (Tick One)** | Level 0 ☐ | Level 1 ☐ | Level 2 ☐ | Level 3 ☐ | Level 4 ☐ | Level 5 ☒ |
| **Writing (Tick One)** | Level 0 ☐ | Level 1 ☐ | Level 2 ☐ | Level 3 ☐ | Level 4 ☐ | Level 5 ☒ |
| **English Language Skills** (Please see the skills framework attached) | | | | | | |
| **Listening (Tick One)** | Level 0 ☐ | Level 1 ☐ | Level 2 ☐ | Level 3 ☐ | Level 4 ☐ | Level 5 ☒ |
| **Reading (Tick One)** | Level 0 ☐ | Level 1 ☐ | Level 2 ☐ | Level 3 ☐ | Level 4 ☐ | Level 5 ☒ |
| **Speaking (Tick One)** | Level 0 ☐ | Level 1 ☐ | Level 2 ☐ | Level 3 ☐ | Level 4 ☐ | Level 5 ☒ |
| **Writing (Tick One)** | Level 0 ☐ | Level 1 ☐ | Level 2 ☐ | Level 3 ☐ | Level 4 ☐ | Level 5 ☒ |

**Flexibility**

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document: October** 2026

## Language Skills - Workplace Assessment Levels

### (i) Listening

| | |
|---|---|
| 0 | No skills |
| 1 | Able to understand basic enquiries in Welsh /English |
| 2 | Able to understand a basic social conversation in Welsh / English |
| 3 | Able to follow routine conversations involving work between fluent Welsh / English speakers |
| 4 | Able to follow the majority of conversations involving work including group discussions |
| 5 | Able to understand all conversations involving work |

### (ii) Reading

| | |
|---|---|
| 0 | No skills |
| 1 | Able to read basic words and phrases, e.g. signs or short and simple notes |
| 2 | Able to read basic material involving work (slowly) |
| 3 | Able to read routine material with a dictionary |
| 4 | Able to read the majority of material in own area |
| 5 | Able to understand all material involving work |

### (iii) Speaking

| | |
|---|---|
| 0 | No skills |
| 1 | Able to conduct a general conversation [greetings, names, saying, placenames] |
| 2 | Able to answer simple enquiries involving work |
| 3 | Able to converse with someone else, with some hesitancy, regarding routine work issues |
| 4 | Able to speak the language in the majority of situations using some Welsh / English words |
| 5 | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary |

### (iv) Writing:

| | |
|---|---|
| 0 | No skills |
| 1 | Able to write basic messages |
| 2 | Able to answer simple correspondence with assistance |
| 3 | Able to draft routine text, with editing assistance |
| 4 | Able to prepare the majority of written material related to the area, with some assistance in terms of revision |
| 5 | Skilled – able to compete written work without the need for revision |