Head of ICT, Computer Studies and Programming – Job Description

TLR 2b - £4,234

This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.

Responsible to: Head of DT & ICT Faculty

Responsible for: All members of staff who teach ICT, Computer Studies and Programming. There will also be responsibility for all cross curricular and extra-curricular activities relating to ICT, Computer Studies and Programming

Job Purpose:

- To lead, manage and co-ordinate the strategic development of ICT, Computer Studies and Programming within the school in order to maintain at least good achievement in the school
- To lead, monitor and evaluate the innovation and development of learning and teaching strategies within the ICT, Computer Studies and Programming department and the wider school
- To be accountable for student attainment and progress in ICT, Computer Studies and Programming ensuring every student achieves and exceeds their potential
- To be accountable for promoting and safeguarding students' welfare and personal development as part of a departmental and school approach
- To take a full role within the school community as a middle leader
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To lead the raising standards of student attainment within the ICT, Computer Studies and Programming department and the wider school

Strategic Development and Managing Resources:
- Support the development and implementation of the vision and strategic direction of the school which reflects its educational and moral aspirations and values
- Contribute to the whole school SEF with regards to the evaluation of learning and teaching on a whole school level in conjunction with the leadership team
- Lead the process for the production and review of the department SEF with in conjunction with the department
- Contribute to the School Development Plan with regards to development of learning and teaching on a whole school level in conjunction with the leadership team
- Lead the production and review of the Department Development Plan in conjunction with the department
- Contribute to the school-wide planning activities
- To help to implement RPHS quality procedures and processes
- Lead the process of monitoring and evaluation of curriculum areas in line with agreed school policies and procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required

Teaching:

- To undertake a designated programme of teaching across all key stages in ICT Computer Studies and Programming
- Teach consistently high quality lessons
- Act as a role model through an open door policy to lessons and modelling best practice in lessons
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers
- To complete the relevant documentation to assist in the tracking of students
- Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- Prioritise and manage time effectively, ensuring continued professional development in line with the role
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies
- To lead the planning and preparation of courses and lessons
- To follow the school policies and procedures and ensure the department does as a whole
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- Reviewing, developing and refining schemes of work for ICT Computer Studies and Programming at all Key stages by leading and managing other staff in the Department to extend and improve current resources.
- Developing and co-ordinating curricular links with primary schools and external agencies.
- Taking a leading role in promoting aspects of Personal Development related to ICT Computer Studies and Programming, such as personal finance and enterprise
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of ICT Computer Studies and Programming.
- Promote ICT Computer Studies and Programming learning through out of hours activities.
- Ensuring a high quality learning environment within the ICT Computer Studies and Programming area by managing and improving:
- the fabric of the classrooms
- displays and exhibitions of students' work, including references KS4 and KS5 grades on display work
- classroom behaviour by ensuring that department policies on sanctions are consistent with the agreed school Behaviour Policy and systems

Assessment, Feedback and Tracking:

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To lead the innovation and development of assessment and feedback strategies within the department to shape and further improve whole school policy
- To lead the department monitoring and tracking systems relating to students attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required
- Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- Complete the relevant documentation to assist in the tracking of students
- Organise department tracking of student progress and use information to inform learning and teaching
- Managing, setting and co-ordinating assessment arrangements in ICT Computer Studies and Programming at all Key Stages, and in all areas as required by school policies, including standardising those assessments;

Staff Development:
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To contribute towards the learning and development of the Science team and wider staff to improve learning & teaching
- Contribute towards whole school CPD programmes
- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning
- Establish clear expectations and constructive relationships among staff
- Help to support performance management
- Support teachers experiencing difficulties
- Contribute towards the induction and mentoring of newly qualified teachers
- Participate in the initial teacher training programme within the school
- Advise on professional development
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Student Support and Progress:
- To be a Form Tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the Behaviour for Learning policy so that effective learning can take place
- Providing support to colleagues in all matters relating to teaching including classroom management and student behaviour
- Develop the celebration of student achievement on department courses such as department commendations.
- Lead progress review of students on department courses
- To run department detentions once of week for students who miss detentions set by individual staff in department, and pursue matters of behaviour management to a conclusion that will most benefit the teaching and learning of the majority of students within the department
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support teams
- Establish target setting for students on courses
- Ensure that there is a process of progress review of students on department courses
- Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and department heads

Safeguarding:
- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school

- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Communications, Marketing and Liaison:
- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To attend relevant middle leaders meetings and feedback to department and to put forward department viewpoints
- Lead department meetings and provide an agenda of points to be considered
- Provide staff with necessary dates for activities and deadlines related to the courses
- Provide staff with necessary dates for activities and deadlines related to the courses, faculty and whole school issues
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- To contribute to the development of effective subject links with external agencies.
- Promote department subjects within the school
- Identify and establish cross curricular links to raise profile of subjects.
- Generate and update department handbook

Personal Responsibilities:
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.
- To attend Governors meetings as and when required

Notes:
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher