Head of ICT & Computing Job Description

The duties and responsibilities of the subject coordinator are as follows:

1. Teaching of computing:

- Plan, teach and assess computing lessons from Nursery to Year 6
- Create relevant schemes of work
- Setting tasks which challenge pupils and ensure high levels of interest
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Make effective use of assessment and ensure coverage of programmes of study
- Assess the progress of children and report to parents through parent consultation evenings and end of year reports
- To run an after-school computing/ICT club

2. Holistic ICT Leadership:

- Have a clear vision for the future direction of computing and ICT in the school
- To promote the meaningful use of technology to support teaching and learning
- Ensuring ICT is very well integrated into the curriculum
- Up-to-date knowledge of recent curriculum developments and initiatives
- Develop plans for the subject which identify clear targets, times-scales and success criteria for its development and/or maintenance in line with the school development plan
- To keep abreast of current technology issues and new technologies that will benefit learning
- To ensure that displays reflect all aspects of computing and ICT and are maintained to a high standard
- Take responsibility for their own professional development and duties in relation to school policies and practices
- Take responsibility for the teaching internet safety and digital usage

- To attend termly Digital Learning Committee meetings with the House Schools Group Digital Strategist and Heads of Computing & ICT at the sister schools to share best practice

3.   Cross-curricular Support:

- To liaise with subject coordinators to create and update a long-term planning overview of ICT and to continue to integrate and embed ICT into all subject areas, where appropriate
- To liaise with the SENDCO in order to raise the learning potential for children with SEN
- To monitor both discrete computing and cross-curricular references to ICT in all subject plans
- To maintain and, where appropriate, review school policies with regard to digital usage and computing (including a yearly computing & ICT development plan)
- To be involved, where appropriate with school events, assemblies and celebrations which involve the use of IT equipment such as microphones, lighting and the projector/screen.

4.   Staff training and support:

- To ensure that all staff are aware of all the ICT resources available and use the resources appropriately and effectively
- To ensure the teaching of computing is adequately resourced
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit to the school
- To encourage and monitor cross curricular links
- To take a pro-active approach to the development of the subject and to liaise closely with colleagues in the HSG Group to ensure innovation and development is systematic and continuous
- To audit staff skills, prepare and deliver "house" in-service training
- To supply and deliver relevant CPP to staff
- Arrange further training and development for all staff
- To work closely with the headmaster and senior leaders to ensure the smooth delivery of computing and ICT throughout the key stages.

5.   Resources:

- To organise content for the annual school magazine and liaise with the graphic designer
- To look after IT resources relevant to teaching and learning – for example, books, digital video cameras, iPads, laptops and accessories, and assist with the upkeep of an inventory.
- To report, using our system, faults that require the attention of the technical support services team.

6.	Candidate Profile:

- Degree or equivalent and QTS
- Have excellent ICT knowledge and skills in order to enhance the quality of the children's learning.
- Sound up-to-date knowledge of current Computing and ICT practice and its application
- Have a good understanding of new technologies
- Be an excellent teacher and enjoy the challenge and perform efficiently in a core management role
- Be flexible in approach, manage own work load effectively and respond swiftly to tight deadlines
- A willingness to participate in sharing practice across the school through modelling
- Excellent communication and interpersonal skills
- Successful record of ICT leadership and/or proficiency
- Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people