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| **Key Focus** |
| The leadership and management of teaching and learning in the Computing/ICT Department. |
| **Key areas of Responsibility and Accountability** |
| **Purpose** |
| * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
* To monitor and support the overall progress and development of students as a teacher and tutor.
* To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
* To contribute to raising standards of students attainment and progress.
* To share and support the school’s responsibility to provide and monitor opportunities for spiritual, personal and academic growth.
* Ability to lead a team of staff to support and develop computing within the department and beyond.
* Liaise with the ICT support team to ensure systems support a creative Computing curriculum.
* Identify areas for development from strategic planning for department vision.
* Liaising with the Head Teacher, Deputy Head Teachers, AHT’s, teaching/support staff, external agencies and parents.
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| **Operational and Strategic Planning** |
| * To assist or lead in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in Computing and ICT.
* To contribute to the department’s improvement plan and its implementation.
* To plan and prepare courses and lessons.
* To ensure that all work undertaken fully reflects the School’s ethos.
* To use data on pupil performance to inform target setting, identify underachieving students, implement targeted intervention and monitor the progress.
* To support the school monitoring procedures.
* To support the review of teaching strategies and programmes of work.
* To attend all department and staff meetings.
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| **Teaching and Learning** |
| * To teach students, according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
* To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
* To ensure the delivery of STEM and liaise with the Director of STEM.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for all students that will stimulate learning appropriate to student needs.
* To prepare and update subject materials.
* To maintain discipline in accordance with the school’s procedures and to encourage good practice with regard to punctuality, behaviour, standards or work and homework.
* To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* To supply and deliver relevant CPP to staff in line with the School Development Plan.
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| **Staff Development** |
| * To take part in the school’s continued professional development programme by participating in arrangements for further training and development.
* To continue personal development in the relevant areas including subject knowledge and teaching methods.
* To engage actively in the Performance Management Review process.
* To ensure the effective and efficient deployment of classroom support.
* To work as a member of a designated team and to contribute positively to effective working relations within the school.
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| **Efficient and effective deployment of resources** |
| * To assist the Subject Leader to identify resource needs and to contribute to the efficient and effective use of physical resources.
* To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit to the School, department and the students.
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| **System** |
| * Promote the School’s Ethos and development of individual students and Tutor Group as a whole.
* To monitor and support the overall progress and development of students within the department.
* To monitor student attendance together with students’ progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and the appropriate action is taken where necessary.
* To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
* To be a Form Tutor to an assigned group of students.
* To promote the general progress and well-being of individual students and of the Tutor Group to liaise with the Head of Learning to ensure the implementation of the school’s Pastoral System.
* To register students and encourage their full attendance to all lessons and registration periods.
* Evaluate and monitor the progress of students and keep up-to-date student records as required.
* To alert 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 the tutorial programme and the delivery of character and values.
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| **Other Specific Duties:** |
| * To actively promote the school’s safeguarding policies and procedures.
* To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
* To promote actively the school’s policies and procedures.
* To continue personal development as agreed.
* To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate.
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| **Duties** |
| * The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in job, commensurate with salary and job title.
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| **Person Specification**  |
| **Essential** |
| * Strong leadership qualities.
* Ability to identify appropriate ICT curriculum pathways-Key Stage 3 to Key Stage 5.
* A strong sense of visionary and innovative models of teaching/learning.
* Stay up-to-date with emerging technologies.
* Applicant must hold Qualified Teacher Status and possess an ICT related degree.
* A willingness to explore approaches to Computing to support gender and disability.
* Creative and innovative classroom practitioner.
* Able to inspire, lead and support with an innovative approach to Computing and ICT.
* Have a sense of humour, show individuality and be able to work as an effective member of a team.
* Show initiative and approach challenges with a positive attitude.
* Excellent interpersonal skills: an excellent and effective communicator with young people, staff and parents.
* Well organised, efficient, committed, enthusiastic and able to follow clear direction.
* Able to use data effectively to assess prior attainment, track progress and set student targets.
* Invest significant personal time in supporting the school’s broad extracurricular provision for students.
* Set a good example to all staff and students through their own presentation, personal and professional conduct.
* A strong, demonstrable commitment to the academic, personal and professional conduct.
* Take joint responsibility for their own professional development and keep up-to-date with the teaching of their own subject.
* Have a knowledge and understanding of a teacher’s professional duties, legal liabilities and responsibilities.
* Apply school policies and practices professionally.
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| **Desirable** |
| * Able to use SIMS systems as administrative aids.
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| **Reporting to:** | Deputy Head Teacher |

*Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will therefore be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks.*