

**Job Description**

**Job Title:** Subject Leader ICT & Computer Science

**Responsible to:** Deputy Principal/Assistant Principal

**Department:** ICT

**Main responsibility/Key Purpose:**

To lead and manage the organisation and teaching of ICT & Computer Science at the school, and to ensure that students achieve their full potential in this subject.

**Specific Responsibilities/Tasks and Responsibilities:**

* To lead and manage the teaching of ICT & Computer Science
* To monitor the quality of teaching and learning within the department. This will include the scrutiny of lesson plans, book sampling, ensuring that work is regularly and thoughtfully marked providing levels and guidance on how to improve performance, that homework is regularly set and marked. This will include outcome driven observations of staff to support development of outstanding learning and progress across the Faculty
* To ensure that ICT & Computer Science is taught and assessed according to the National Curriculum and Examination Board requirements in Key Stages 3, 4 and 5.
* To raise attainment at all key stages and to ensure that all students make at least good progress relative to the national average and their starting point.
* Ensure effective moderation systems in place for coursework elements of courses
* Examination entries
* To make effective use of data to raise attainment
* To plan organise and implement any ICT/Computer Science intervention programmes e.g. Booster sessions, additional support, parent support programs etc.
* Monitoring and reviewing of students’ progress and implementing changes to ensure that students achieve their full potential in ICT & Computer Science.
* Ensuring schemes of work, units of work, levelled assessments and lesson plans fulfil the entitlement of National Curriculum and Examination Boards criteria, are reviewed regularly and have a focus on delivering the best learning outcomes.
* Overseeing recording and reporting of student progress at all Key Stages
* To co-ordinate the efficient deployment of staff to ensure high quality teaching and learning
* To provide support and coaching for department members to become outstanding practitioners and where appropriate to facilitate relevant CPD sessions
* To act as Team Leader in carrying out Performance Management Reviews of staff in the ICT Faculty.
* To manage and deploy the faculty budget effectively
* To develop the use of the VLE to maximise student learning
* Keep abreast of new developments in the subject curriculum, and take reasonable opportunities to gain further subject knowledge and teaching skill as required
* To be responsible for overall discipline within the faculty; to create a positive and efficient working environment according to the Behaviour for Learning Policy.
* Ensuring the reporting to parents in line with London Academy procedures.
* Developing, implementing and reviewing ICT Faculty Handbook to ensure that faculty policies are updated and in line with whole school policies.
* To ensure that the Faculty complies with Health and Safety legislation.
* The post holder will undertake any other reasonable duties in line with the nature of this post as directed by the Principal