**Rushmore Primary School**

**Teaching and Learning Responsibility (TLR2) for Computing and IT**

**Job Description**

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| Job title: | Curriculum Lead Computing and IT |
| Whole school area of accountability:  Grade: | Teaching and learning responsibility for key curriculum area  Standard national scale in line with the current *School Teachers’ Pay and Conditions* document plus the appropriate TLR2 payment |
| School: | Rushmore Primary |
| Responsible to: | The headteacher, members of senior leadership team (SLT) and the governing body |
| Supervisory responsibility: | Lead a key curriculum area |

**Main purpose of the job:**

* Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
* Be an excellent classroom practioner
* Have an impact on educational progress beyond your assigned pupils
* Line manage and appraise identified staff

**Duties and responsibilities**

In addition to carrying out the duties of a class teacher as outlined in the current *School Teachers’ Pay and Conditions Document*, the post holder receives a TLR2 for leading a key curriculum area

**Leadership and management**

* Support and implement the vision and ethos of the school
* Contribute to, implement and evaluate the success of the School Improvement Plan relevant to your TLR area
* Ensure that the work of the whole school is inclusive and issues are addressed in curriculum management
* Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
* Together with SLT, lead on the school self-evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
* As appropriate contribute to the writing of self-evaluation and policy documents
* Promote cross curricular approaches to teaching and learning
* Be a proactive and effective member of the middle leadership team
* Be an effective role model for other teachers in terms of teaching, behaviour and classroom management

**Teaching and learning responsibility**

* Lead a subject across the whole school
* Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
* Lead regular meetings relevant to your TLR area with appropriate colleagues
* Develop, demonstrate and promote teaching and learning activities appropriate to full age and ability range.
* Lead on the regular and consistent teaching of e-safety across the school ensuring that e-safety is taught at the beginning of each half-term at a level appropriate to each year group

**Monitoring and assessment**

* Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
* Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning

**Manage resources**

* Be responsible for the organisation, planning and evaluation of the curriculum for computing

Ensuring resources are available and working to support the computing scheme of work

* In conjunction with the School Business Manager and the HLT IT Advisor plan and manage the IT budget, making recommendations to the SLT regarding future spending requirements and expiration of equipment
* Evaluate, organise and monitor the use of resources including clear systems for the storage and distribution of laptops, i-pads and other IT resources
* Liaise with IT technician to ensure timely repair of IT resources

**Staff development**

* Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
* Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
* Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

**Other**

* Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the headteacher, deputy headteachers and senior teacher

**Note**

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

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| **Signature of post holder** |  | **Date** | **/ /** |
| **Signature of headteacher** |  | **Date** | **/ /** |