



City of London Academy (Southwark)
Job Description

Deputy Head of ICT and Computing

Grade	TLR point 3
Responsible to	Head of ICT and Computing
Job purpose	<p>In a time of rapid educational and administrative change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances dictate and needs arise.</p> <ul style="list-style-type: none">• To support the Head of Faculty in developing an innovative approach to Computing so that all pupils are stimulated to accomplish their optimum performance• To assist the Head of Faculty in maintaining high standards of teaching and learning across the Computing curricula• To assist the Head of Faculty with the organisation of GCSE, BTEC and A Level coursework.• Contributing to implementing policies and practice and to promoting collective responsibility for their implementation
Key Accountabilities	<ul style="list-style-type: none">• To support the Head of Faculty in delivering an innovative approach to Computing teaching so that all pupils are stimulated to achieve their optimum performance• Coaching of colleagues to ensure expertise in delivery of lessons, raising standards and intervention strategies• Development of resources for the department and review of their effectiveness in raising pupil achievement levels• Contribute to developing the engagement of pupils in ECA activities that are related to Computing & ICT• Accreditation of OSCA to ensure consistent high standards of assessment and good practice in BTEC IT• Co-ordination & management of assessment and tracking for KS3• Mentoring of NQT's in the department• Contributing to ways of actively involving parents in the learning process• Contributing to developing and maintaining links with commercial firms and ICT & Computing based enterprises so as to enhance the learning experience of both the Academy community and commercial partners• Contributing to a broad range of activities involving staff, pupils and the wider community so as to deepen and broaden learners' experience of ICT & Computing• To ensure that full schemes of work are maintained and regularly updated• To support the Head of Faculty in reviewing and monitoring cross curricular links within each faculty and develop the effective use of ICT & new technologies across the academy• To help establish & maintain common standards of practice within the department and develop the effectiveness of teaching and learning styles in all areas within the department.

	<ul style="list-style-type: none"> • To support the Head of Faculty in monitoring and evaluating the department in line with agreed school procedures including self-evaluation against quality standards and performance criteria. • Support the Head of Faculty by taking responsibility as required for academy-wide initiatives involving ICT and Computing • To evaluate the effectiveness of different aspects of teaching and learning, recognising the valuable contribution of pupil voice, to inform future priorities and targets for the subject. • To assist the Head of Faculty in developing and implementing the Academy's ICT strategy so that it integrates with the major objectives of the school development plan
<p><i>The City of London Academy (Southwark) is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.</i></p>	



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Person Specification

Deputy Head of ICT and Computing

QUALIFICATIONS

No	Description	Rating
1	Good First Degree in specialist area of ICT/Computing or closely related subject	Essential
2	Teaching Qualification	Essential

SKILLS & EXPERIENCE

No	Description	Rating
3	The ability to demonstrate excellent teaching skills and create a high quality learning environment	Essential
4	Experience of using assessment data to inform and improve provision	Essential
5	Experience of using new technologies in ICT education	Essential
6	Capable of initiating and maintaining innovative curriculum design and delivery	Essential
7	Ability to work as part of a team	Essential
8	Proven record of raising standards in a range Computing related subjects at all ability levels	Essential
9	Proven ability to transfer enthusiasm and understanding of ICT & Computing subjects to pupils and departmental staff	Essential
10	Excellent understanding of the strategic importance of ICT to raising standards and a commitment to e-learning across the curriculum	Essential
11	Self-motivated with outstanding organisational and planning skills	Essential
12	Ability to produce required outcomes with minimal supervision	Essential
13	Excellent communication and user ICT skills	Essential
14	Experience of curriculum design in ICT including: developing an ICT scheme of work, and monitoring its delivery curriculum innovation in ICT	Essential
15	Experience of teaching specialist ICT/Computing to 'A' Level Standard	Desirable
16	Expertise in delivery of vocational ICT courses	Desirable
17	A natural enthusiasm for the teaching of the subject	Essential
18	Subject knowledge of Computer Science	Essential
19	Sound classroom management	Essential
20	To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Essential