

**NOWER HILL HIGH SCHOOL**

**JOB DESCRIPTION**

**HEAD OF KEY STAGE 3 COMPUTING & ICT TLR 2a (£2,667)**

Responsible To: Head of Computer Studies Faculty

Job Purpose: To lead, manage and co-ordinate work for Key Stage 3 Computing and ICT

KEY TASKS:

* To manage and develop the curriculum for Key Stage 3 (Year 7, 8,), keeping in line with current trends and national requirements with Computing and ICT.
* To plan, co-ordinate and implement procedures for Assessment, Recording and Reporting.
* To coordinate Computing clubs for years 7 and 8.
* To identify training needs and contribute to the facilitation of its delivery.
* To assist the Head of Faculty with the behaviour management strategy as necessary.
* To promote a purposeful, disciplined and thriving learning environment which aims to raise student expectations and self-esteem.
* Have a responsibility for promoting and safeguarding the welfare of children s/he is responsible for or comes into contact with.
* Generic teaching job description.

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07/17

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**MAIN SCALE**

**JOB DESCRIPTION**

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, the highest standards of achievement for all students and the promotion of students’ personal development and well-being. A subject teacher plays a key part in this provision by a commitment to the school’s ethos, by working effectively in subject and pastoral teams and by delivering high standards of teaching and learning. In this way, s/he assists the school in reaching its targets and objectives.

**JOB PURPOSE**

To teach students across the full age and ability range present in the school in order to ensure the highest possible standards of student achievement, personal development and well-being.

**REPORTING**

The post holder will report to the relevant Head of Faculty/Department and Year Co-ordinator.

**WORKING TIME AND CONDITIONS**

These will be as specified in the latest School Teachers’ Pay and Conditions Document.

**ACCOUNTABILITIES**

1. To be committed to and to promote the school’s vision, aims, objectives and values.
2. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
3. To maintain and contribute to the development of school policies.  
   Within school and subject policies, to:  
   ⦁ effectively teach National and School Curricula within the school’s Teaching and Learning  
    Policy  
   ⦁ set appropriate homework  
   ⦁ mark work, assess, record, track and report student progress, using available data  
   ⦁ provide a stimulating learning environment  
   ⦁ have due regard for maintaining health and safety and security in the areas s/he uses.
4. To be a member of a pastoral team and, if required, a form tutor, carrying out the associated responsibilities.
5. To assist with the effective operation of subject and year teams by, individually and with others:  
   ⦁ developing schemes of work, resources, teaching and learning strategies,  
   ⦁ contributing to team review, monitoring and evaluation and the development of working  
    practices,  
   ⦁ participating in working groups, ad hoc projects,  
   ⦁ taking part in other professional development activities,  
   ⦁ attending meetings as necessary.

**Other Specific Duties**

1. To undertake any other duty as specified by the School Teachers’ Pay and Conditions Document not mentioned in the above.
2. To comply with any reasonable request from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

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