

## **Job description**

### **Head of Computer Studies and ICT**

**Responsible to:** Deputy Head (Pupil Learning)

#### **Key Responsibilities:**

- To ensure high quality Teaching and Learning within the department.
- To lead and manage the department.
- To give strategic direction and development of ICT within the school.
- To ensure that staff and resources are used efficiently and effectively.

#### **Key Tasks:**

1. To ensure that there is effective teaching of ICT within the department and that pupils are learning by:
  - producing schemes of work that match the requirements of the school and GCSE primary continuity and progression for all pupils throughout the school.
  - identifying within the scheme of work appropriate teaching and learning ideas and resources.
  - establishing test and assessment procedures to enable students and teachers to assess their learning against external levels.
  - carrying out the administration and moderation processes involved with exam entries.
  - monitoring the target setting and progress of individual students using Progress Report data and procedures.
  - supporting and improving the progress of underachieving students.
  - monitoring, evaluating and reviewing the quality of teaching and learning taking place within the department as part of the ongoing whole school self-review procedure.
2. To lead and manage the department by:
  - establishing a department team based on professional working relationships.
  - holding department meetings, in line with the school calendar, to inform, support and develop the department.
  - clearly communicating to the department, senior managers and governors subject schemes of work, policies, plans and priorities.
  - carrying out objective setting and appraisals for members of the department.
  - establishing training needs and identifying courses for development of staff.

- represent the department at Curriculum Team meetings.
  - providing training for colleagues as necessary.
3. To provide the strategic direction and development of ICT within the department and across the school by:
- Identifying a vision for ICT within the Weaverham High School context
  - producing an annual development plan.
  - preparing and carrying out action plans to these plans.
  - monitoring, evaluating and reviewing the progress towards meeting these targets.
  - encouraging the utilisation of ICT in all subjects across the curriculum.
  - envisioning colleagues with the benefits and potential of ICT use.
  - alerting SMT to development and potential of ICT as a curriculum resource.
4. To ensure that staff and resources within the ICT department are used both efficiently and effectively by:
- preparing an annual budget.
  - managing the budget, planning, prioritising and monitoring the expenditure to ensure value for money.
  - organising the deployment of the department staff.
  - developing and organising existing learning resources.
  - ensuring that there is a safe working and learning environment in which risks are properly assessed.