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|  | ***WOOD GREEN ACADEMY***  ***A SPECIALIST COLLEGE OF SPORT, MATHS & COMPUTING***  **Job Description** |  |  |

**NAME**  **DATE**

**POST HELD**: Key Stage Manager, Computing and ICT

**SALARY SCALE**: TPS + TLR 2.1

# General Duties

Teaching ICT / Computing to designated classes of pupils and general welfare of a tutor group in accordance with the requirements of the School Teachers’ Pay and Conditions Document 2017 and the National Standards for Subject Leaders\*, having due regard to the requirements of National Curriculum, the school’s aims and objectives, schemes of work and any policies of the Governing Body. To share in the corporate responsibility for the well being and discipline of all pupils.

\* See Staff Information Folder on T Drive

# Specific Duties

* To develop ICT / Computing courses, schemes of work and resources in accordance with QCA/examination board guidelines for the relevant key stage, and to develop policies to be issued to all relevant key stage staff in the department.
* To evaluate the effectiveness of these courses, and to oversee assessment procedures in accordance with exam boards (where appropriate), ensuring that assessment is rigorous and that all staff in the department keep full records of assessments and controlled assessment registers.
* To ensure that work is set for the relevant key stage classes of absent staff in the department.
* To attend appropriate training, to co-ordinate relevant key stage training, to develop and disseminate good practice.
* To keep up to date with all new developments in relevant ICT / Computing courses.
* To attend exam board meetings as required and where appropriate.
* To integrate the latest initiatives into the relevant key stage of ICT / Computing.
* To monitor completion of coursework deadlines to ensure all pupils are up to date, where appropriate for the relevant key stage.
* To prepare assessments for the relevant key stage
* To produce an assessment calendar for the academic year in liaison with Head of Department.
* To co-ordinate the reproduction of past exam papers as necessary and where appropriate.
* To ensure staff have sufficient copies of appropriate assessment.
* To ensure mark schemes are available to staff as appropriate.
* To analyse results in conjunction with the Head of Department and to provide written department analyses as required by HoD and SLT.
* To monitor and keep up to date the centrally-kept spreadsheet of results and targets in for the relevant key stage.
* To disseminate assessment information to staff in preparation for parents’ evenings and the start of the academic year.
* Oversee the continuous internal moderation of coursework throughout the year.
* Liaise with the external moderator/examiner, where appropriate .

**To whom responsible**: Head of ICT / Computing

**Staff for whom responsible**: Teachers of relevant key stage ICT / Computing

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Performance Management cycle.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_