



## Job Description Teacher of Information Technology

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Headteacher
<b>Grade</b>	TMS (+ TLR available for suitable candidate)
<b>Hours</b>	Full Time
<b>Location</b>	Based at Stoke Park School

### Accountable for:

Ensuring that curriculum and teaching targets are set, strategies agreed, objectives met, for ensuring that departmental staff are included in the process above and feel committed to the above, for the professional development of staff (within his/her remit) and for ensuring the efficient day-to-day running of his/her curriculum area.

### Job Purpose:

Provide leadership and vision for students and staff and management of ICT as a subject in order to secure high quality teaching, improved standards of learning and achievement by all students, coherent planning and effective use of resources.

### Key Responsibilities:

1. Strategic Leadership
2. Develop and implement strategies, policies and practices for the subject which reflect the school's commitment to high achievement and which are consistent with national and school goals and policies.
3. Establish short/medium/long-term plans for the development, improvement and resourcing of ICT.
4. Monitor the progress made in achieving subject plans and targets, and evaluate their impact on teaching and learning.
5. Effective communication throughout the department and with all subject areas.
6. Evaluate the effectiveness of the department and contribute to school evaluation and the Humanities faculty TIP.
7. Active participation in securing whole-school vision, goals, planning, effectiveness and evaluation.



## Teaching and Learning

1. Lead in high-quality learning and teaching.
2. Provide guidance on a choice of appropriate teaching and learning methods, including for those with SEN and for the able and talented.
3. Effective liaison with Learning Support and Pastoral Teams.
4. Effective leadership in, and support for, securing standards of behaviour, commitment to work and appearance among students.
5. Implement fully and effectively school and department systems for recording, monitoring and reporting individual pupil's progress.
6. Lead on and ensure the development of appropriate schemes of learning.
7. Evaluate the quality of teaching and standards of achievement; set and monitor targets for improvement.
8. Lead in the effective integration of SMSC into all Schemes of Learning.

## Leading and managing staff

1. Provide an effective role model for staff.
2. Assist with recruitment and selection of teaching and support staff.
3. Develop a subject team and individuals to enhance performance.
4. Plan, delegate and evaluate work carried out by team(s) and individuals.
5. Develop and monitor the effectiveness of team members.
6. Create, maintain and enhance effective relationships.

## Resource Management

1. Secure and allocate resources to support effective learning and teaching within the subject area(s).
2. Monitor and control the use of resources.
3. Ensure an appropriate and attractive learning environment.



## Knowledge and Skills

Heads of Subject should demonstrate knowledge and understanding of:

1. His/her subject area and the requirements of national tests and examinations.
2. School improvement and effectiveness strategies including the process of school self-evaluation and systems for quality assurance within subject t area(s).
3. Principles and practices in relation to managing learning and teaching, people, policy and planning and resources.
4. Principles and practices of effective leadership and management of change.
5. Effective integration of ICT in teaching and learning.
6. Principles and practice of curriculum planning and the school timetable.
7. The expectations placed on schools to ensure the safety and well-being of students.
8. School evaluation and inspection.

## General

1. To undertake such other duties from time to time as directed by the Headteacher in line with the developing needs of the school and in relation to the School Teachers' Pay and Conditions Document.
2. To undertake duties in compliance with the School Teachers' Pay and Conditions Document and with school policies

## Supporting the School

1. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
2. Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
3. Recognise own strengths and expertise and use these to advise and support others.

## Performance Management

To participate fully in the school's Performance Development process  
Attend relevant INSET training.



## School Policy

Contribute to development of, and adherence to, school policy and support the school vision and ethos.

## Personnel

1. Communicate effectively to all members of the team.
2. Work collaboratively with other staff.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at Stoke Park has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We take the safeguarding of students and staff seriously at Stoke Park School. All staff are expected to support this ethos.

### Special conditions of employment

#### Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to termination of employment.

#### Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

#### Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or



equipment as instructed at all times.

## **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

## **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

## **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

## **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.



**Job description reviewed by: Mrs Sue Jones Headteacher**

**Date: September 2017**