



Job Description

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| Job Title | Head of Curriculum Area (IT & Computing) |
| Grade | TLR 2c |
| Responsible to | Deputy or Assistant Headteacher |

General Responsibilities and Duties:

- To provide professional leadership and management of the Subject Team in order to secure the highest quality teaching, effective use of resources and improved standards of learning and achievement for all students.
- To be a consistently 'good' and often 'outstanding' teacher who meets the relevant set of personal and professional standards for the specific pay phase and take responsibility for personal and professional development.
- To act as a role-model for students and other members of staff.

Specific Duties:

Have knowledge and understanding of:

- The school's vision, aims, priorities and targets.
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of students' attainment and progress.
- The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.
- New subject-specific pedagogies and research and their potential impact.
- The implications of the Code of Practice for Additional Education Needs for Teaching and Learning.

Strategic Leadership

- Develop a vision for the curriculum area which ensures continual improvement, maximum effectiveness and outstanding outcomes
- Create a climate which enables other staff to develop and maintain a positive attitude towards, and confidence in, their professional role.
- Develop and implement practices to ensure all relevant parties are well informed about subject policies and plans and the curriculum area's success in meeting objectives and targets.

Planning & Target-setting

- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching

- Work with the SENCO and any other staff with Special Educational Needs expertise, to ensure that individual education plans are used by teachers to set subject specific targets and match work well to students' needs.
- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the curriculum area.
- Contribute to whole-school aims, policies and practices including those in relation to safeguarding, behaviour, bullying and racial and homophobic harassment.
- Identify realistic and challenging targets for improvement and be clear about actions to be taken, the relevant timescales and criteria for success.

Teaching & Managing Student Learning

- Ensure curriculum coverage, continuity and progression for all students, including those of high ability and those with special educational or linguistic needs.
- Ensure teachers are clear about their learning objectives in lessons, understand the sequence of teaching and learning in their subject, and communicate such information to students effectively.
- Ensure guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.
- Ensure teachers promote the progress of every student within each lesson, across sequences of lessons and throughout modules/schemes of work.
- Ensure effective development of students' literacy, numeracy and information technology skills through the subject.
- Ensure effective coverage of the SMSC agenda across the subject curriculum.

Assessment & Evaluation

- Analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to assist students in setting targets for further improvement.
- Evaluate the teaching of the subject and use this analysis to identify effective practice and areas for improvement.
- Implement whole school systems for recording and reporting individual student performance.

Student Achievement

- Establish clear targets for students' achievement and evaluate attainment and progress for all students.
- Use data effectively to identify individual students and student groups who are underachieving and, where necessary, create and implement effective plans of action to support these students.

Managing Staff & Other Adults

- Organise and run meetings as required.

- Attend meetings as requested.
- Support staff in achieving constructive working relationships with students.
- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support, devolving responsibilities and delegating tasks, appropriately evaluating practice, and developing an acceptance of accountability.
- Contribute to required updates and reports to SLT and Governors.
- Appraise staff as required by the school policy on Performance Management and use the process to develop the personal and professional effectiveness of the teacher.
- Lead professional development through example and support and co-ordinate the provision of high quality professional development by appropriate methods, drawing on other sources of expertise as necessary.
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
- Assist in the recruitment and selection of teaching and support staff for the curriculum area.

Managing Resources

- Establish staff and resource needs and advise the Headteacher and senior managers of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans.
- Achieve value for money.
- Organise and co-ordinate the deployment of learning resources, including information and communications technology, and monitor their effectiveness.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
- Ensure all school, regional and national Health and Safety requirements, including risk assessments, are complied with.

General

- Oversee the development and organisation of any relevant extra curricular activities and visits which extend learning beyond the classroom.
- Be open to the possibilities of outreach work within Patcham High School or across the City. Contribute to Cross-City initiatives related to the curriculum area.
- Any other appropriate and reasonable activity as may be directed from time to time by the Headteacher.