

**Job Description**

**Teacher of ICT and Computer Science**

Responsible: to Head of Education

In addition to your teaching role you will be responsible for:

* Leading and managing ICT provision effectively across the curriculum
* Setting high expectations for pupils to achieve outstanding outcomes in ICT and Computer Science
* Working as part of the ICT planning team on whole school provision

Main tasks in addition to your teaching role include:

**Leadership and management**

* Write a whole school policy for ICT (education/care)
* Implement whole school policy for ICT
* Contribute to 3 yr strategy as part of SIP
* Evaluate use of ICT across the curriculum annually
* Report to the Education Committee as requested
* Review and revise whole school policy annually in the light of evaluation
* Review progress within 3 yr strategy and report annually
* Contribute to the school culture of ‘reflective practice’

**Curriculum and Assessment**

* Ensure all students are entered for appropriate levels of accreditation
* Participate as a member of the ICT development group
* Contribute to timetable discussions
* Teach ICT, Computer Science and ICT related vocational courses

**Staffing**

* Assess the school’s staffing needs to deliver the ICT curriculum during the school day and out of school time

**Staff development**

* Identify training needs of staff
* Provide training for groups of staff
* Advise staff teaching across the school

**Premises and facilities**

* Manage capitation allowance for ICT and Computer Science
* Purchase resources which best suit diverse needs of pupils across the school
* Keep an up to date inventory of ICT education resources

**Internal and external links**

* Liaise with other schools and professional bodies to ensure that we are up to date with current best practice.
* Share best practice internally and externally

**This role will also include being a class tutor for a group of up to 6 students in conjunction with an LSA**

**Time allowance: 2 periods non-contact time**

**Review: Annually in September**

**This job description to be reviewed as part of annual cycle of performance review**