HEAD OF ICT

JOB DESCRIPTION

The Role

To develop and lead a highly effective ICT department and ensure excellent outcomes for all learners. Additional whole school responsibility is negotiable and subject to the successful candidate's skills and experience.

Key responsibilities

Teaching and Learning

- Develop and lead the delivery of a highly effective curriculum at all key stages
- Lead and manage all ICT staff at the school in the teaching of the subject.
- Ensure a high quality of ICT teaching and learning.
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Carry out in house peer and formal observations of teachers delivering Computing and ICT lessons and ensure they are provided with meaningful feedback and targets to ensure continued improvements in Teaching and Learning.
- To stay up-to-date with new initiatives in Teaching and Learning and to ensure they are implemented in the Department.
- To develop and implement strategies for improving teaching and learning in ICT.
- To review and amend, as appropriate, the schemes of work annually according to developments in education.
- To ensure the department continues to thrive and there is a comprehensive extra-curricular offering to the students.

Assessment

- Maintain and in some cases establish effective assessments which provide meaningful data which when analysed can be used to improve outcomes.
- Monitor and evaluate student progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- To be accountable for exam performance analysis.
- To be responsible for setting challenging targets and improving KS2 – KS5 progress.

- To co-ordinate the tracking of academic progress at KS3-5.

Leadership
- Establish a subject specific development plan, target setting and review.
- Manage departmental budget and resources effectively and efficiently.
- To work within and ensure implementation of the school Code of Conduct.

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