

## Head of Digital Learning

**Reporting to:** Director of Studies

Engender a School-wide digital teaching and learning culture which prioritises the academic confidence, independence and creativity of every child and staff member, and results in outstanding pupil progress and outcomes in information and communication technology across the School

## Role Responsibilities

### Leadership of Whole School Digital Learning

- Enthuse all pupils, staff, parents and governors in the use of Digital Learning and technology.
- Liaise closely with the Director of Studies, Head of ICT Services and Harrow Group's Director of Digital Learning to ensure the delivery of cutting-edge technology.
- Liaise closely with the ICT Team to ensure the highest quality hardware and software is available in all suites and teaching spaces.
- Annually review, update and implement a whole-School Digital Strategy with a focus on the development of Digital Learning and STEM, liaising with all senior and middle managers as required.
- Plan and develop an ambitious cross-curricular whole-School digital curriculum, including STEM, maximising and tracking pupil progress.
- Annually audit the use of IT through the curriculum, evaluating effectiveness of outcomes, highlighting weaknesses and opportunities, putting in a plan to further develop IT through the curriculum.
- Champion the use of apps, and utilisation of other software and hardware and other IT opportunities.
- Sit upon the School's Academic Leadership Group and attend all Heads of Department meetings.
- Be a lead user and champion of iSAMS, leading on development and maximisation of its extensive use and impact.

### Development of Self and Others

- Keep abreast of digital learning developments advising the Senior Leadership Team of emerging technologies.
- Track training needs for all teaching and non-teaching staff in all aspects of Digital Learning, iSAMS (School MIS), IT and computing, liaising with the Senior Leadership Team and Group's Director of Digital Learning as required.
- Plan and deliver appropriate departmental and individual training, as well as in-class support in digital learning, tracking the effectiveness and impact of all training.
- Identify and utilise existing expertise amongst proficient users.
- Participate in regular CPD, whole School and departmental meetings, training days and working groups.

## **Management of IT/CS/Digital Learning**

- Safeguard pupils through the effective management of School e-safety, mobile devices and digital safeguarding, working with the Designated Safeguarding Lead on all safeguarding matters.
- Lead on ICT compliance, reviewing and updating the School's online/e-safety policies and other IT related policies ensuring that all policies are effective for staff and pupils and implement latest China and, where appropriate, UK statutory guidance.
- Support the Head of ICT Services in maintaining hardware and software through the School site so that it enables both the Computing and other departments to implement excellent IT.
- Plan, lead and record any departmental meetings using the agreed School pro-forma.
- Manage Health and Safety compliance within the department, reporting to the Health and Safety Committee.
- Bid for and manage the Digital Learning resources budget.
- Assist in the management of all internal computer-based assessments / examinations including standardised data assessments.

## **Computing Department Teaching and Leadership**

- Lead the teaching of Computing by example modelling best practice in all aspects of classroom delivery, assessing pupil outcomes and progress and implementing interventions whenever necessary.
- Embrace new developments within the teaching of Computing planning and implementing an exciting, engaging and contemporary curriculum, with an engaging balance between knowledge and skills.
- Manage and implement a seamless and dynamic curriculum throughout the School, ensuring continuity of teaching and learning.
- Lead the teaching of e-safety, working with the Heads of Phase, to ensure that there is an effective e-safety programme throughout the School.
- Manage a programme to extend and develop those identified as gifted and talented in Computing.
- Annually audit the effectiveness of whole-School Digital Learning through learning walks, pupil feedback, progress and outcomes, and analysis of work through work scrutiny, in conjunction with the Academic Leadership Group.
- Use assessment data to analyse department strengths and weaknesses, identifying interventions to improve areas identified as weaknesses and monitor interventions to raise standards.
- Maximise the opportunities for pupils to compete in national IT/Computing competitions and activities.
- Promote IT learning through a range of trips, visits, clubs, inter-house competitions, visiting speakers and other events.

## **Communication**

- Ensure outstanding levels of customer service in all communications, verbal or written.
- Keep the Director of Studies and Head Master informed of any significant departmental developments.
- Liaise half-termly with the Heads of Phase regarding Digital Learning developments.
- Liaise closely with the Learning Support department about pupils with individual Most Able, SEND and EAL needs.
- Meet with parents individually where appropriate to discuss pupil progress.

- Annually review and publish Programmes of Study and Schemes of Work for every year group.
- Publish and annually review an Academic Departmental Handbook in accordance with whole-School policy which effectively communicates:
  - ✓ Departmental development plan
  - ✓ Department philosophies and priorities
  - ✓ Teaching and learning objectives
  - ✓ Assessment, moderation, marking and reporting procedures
  - ✓ Tracking procedures for all pupils, measuring progress, using iSAMS, CEM and other data, managing intervention where necessary.

## **Outcomes**

- All staff are confident and proficient users of IT software and hardware and optimise the use of iSAMS and the Microsoft suite.
- All pupils are confident and proficient users of all School software and hardware.
- Computing lessons are outstanding with pace, variety, differentiation and challenge for all.
- IT is fully integrated into teaching and learning and has a measurably positive impact upon pupil outcomes through the curriculum.
- IT facilities and infrastructure for staff are fit for purpose and support learning across the curriculum.
- Assessment data confirms that all pupils perform in line with or above their ability level in Computing.
- The Computing Department is compliant with all School policies and procedures.