

# ICT Coordinator

## Job Description

### **Purpose of role:**

To lead and manage the provision of ICT for a maximum of 45 students, teaching up to 22 students across 2 of our sites in Finchley and Southgate. Ensuring the curriculum is differentiated to raise standards of pupil attainment and achievement is key to this role, monitoring and supporting pupil progress.

Reporting to: Head of School

Responsible for: Teaching staff and other relevant personnel within the department.

### **MAIN DUTIES**

#### Operational/Strategic Planning

- To be accountable for leading, managing and developing the subject/curriculum area.
- To actively monitor and follow up pupil progress
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School.
- To develop and enhance the teaching practice of others.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To act as a positive role model.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

### **Curriculum**

- To liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area and teaching practice and methodology.

**Quality Assurance:**

- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish creative approaches and practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for lesson observation.
- To ensure the maintenance of accurate and up-to-date information concerning the department
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.
- Management of Resources:
- To manage the available resources of staff, finance, space and equipment efficiently
- To work with the Senior Leadership Team in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies

**Pastoral System:**

- To be familiar with the school's safeguarding policy and to report concerns regarding the welfare and safety of pupils to the designated Child Protection Officer.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.
- To monitor and support the overall progress and development of pupils within the department.
- To contribute to PSHE, citizenship, enterprise and other cross-curricular issues.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description