

# Brimsham Green School

## INSPIRING ALL TO EXCEL



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| <b>POST TITLE:</b>                                 | <b>Head of Department – Digital Literacy and Computing (DLC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SALARY GRADE:</b>                               | MPR/UPR plus TLR 1 (£7,853)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>JOB PURPOSE:</b>                                | <p>To lead the department's strategic improvement and operational functions.</p> <p>To lead, manage and develop the provision of DLC teaching and students' learning within the school and to ensure appropriate monitoring, analysis and evaluation occur.</p> <p>To lead strategic developments relating to VLEs or equivalent.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>RELATIONSHIPS:</b>                              | <p>The postholder is line managed by and responsible to a Senior Leader with regard to fulfilling the duties set out in this job description, and their individual teaching responsibilities.</p> <p>The postholder is responsible for the leadership and management of the teachers and support staff who work as part of the DLC Department.</p> <p>There is a requirement for effective professional relationships with all teaching and support staff colleagues, the L.A., outside agencies, parents and other members of the school community.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>STATUTORY REQUIREMENTS:</b>                     | This job description is to be performed in accordance with the requirements of the School Teachers' Pay and Conditions Document and within the range of professional duties set out in that document that apply to a classroom teacher).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>LEADERSHIP AND MANAGEMENT RESPONSIBILITIES:</b> | <ol style="list-style-type: none"> <li>1. Shape and clearly articulate a vision for the Department, inspiring others.</li> <li>2. Realise this vision through hard work and determination.</li> <li>3. Consistently model exemplary practice through all interactions with other staff, students and parents.</li> <li>4. Plan strategically in line with the School Improvement Plan, producing an annual Department Improvement Plan (D.I.P.).</li> <li>5. Lead in the implementation of this, reviewing it regularly, and amending as necessary in order that good progress is being made towards the improvement priorities.</li> <li>6. Be accountable for all students' outcomes.</li> <li>7. Use subject/class/student-level data to strategically raise achievement, especially for Disadvantaged Students.</li> <li>8. Hold all members of the Department to account for fulfilling their statutory responsibilities, including ensuring all members of the Department meet the Teachers' Standards to a consistently good level, as indicated by students' outcomes.</li> <li>9. Implement Appraisal procedures across the Department, and use these to drive up standards within the Department.</li> <li>10. Use evidence from ongoing evaluation strategies to inform Appraisal actions and outcomes, and necessary amendments to the D.I.P.</li> </ol> |

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| <b>LEADERSHIP AND MANAGEMENT RESPONSIBILITIES CONT.</b> | <ol style="list-style-type: none"> <li>11. In consultation with the Senior Leader i/c CPD, provide coaching training and support opportunities for teachers and support staff within the Department that address Appraisal needs and career aspirations.</li> <li>12. Be the 'lead' teacher within the Department, developing and disseminating the best practice in teaching and learning.</li> <li>13. Implement fully all school policies within the Department.</li> <li>14. Manage the Department's resources, including the budget, to support the efficient operation of the Department.</li> <li>15. Fulfill statutory requirements related to the subject area.</li> <li>16. Act as the main contact point for the L.A. and other support services and any external agencies.</li> <li>17. Communicate effectively with all stakeholders as necessary and appropriate.</li> </ol>                                                                                                                                             |
| <b>TEACHING AND LEARNING RESPONSIBILITIES</b>           | <ol style="list-style-type: none"> <li>1. Identify and adopt the most inspirational, effective teaching and learning strategies for students studying in the DLC Department and share these appropriately.</li> <li>2. Ensure that Schemes of Learning, when implemented, challenge all to excel academically, regardless of their starting points.</li> <li>3. Support the team to develop strategies that secure positive behaviours for learning i.e. resilience, independence, and aspiration.</li> <li>4. Use TAs effectively within the DLC Department to provide appropriate support for students with additional and special educational needs.</li> <li>5. Ensure that the Department is a positive learning environment, both physically and in ethos.</li> <li>6. Ensure that strategies are in place to support the learning of all students, especially Disadvantaged and those with additional needs.</li> <li>7. Provide professional learning opportunities through DLC Department meetings and INSET time.</li> </ol> |
| <b>ASSESSMENT RESPONSIBILITIES</b>                      | <ol style="list-style-type: none"> <li>1. Set and moderate (adjusting when required) cohort and individual targets for students, thereby raising achievement for students studying in the DLC Department.</li> <li>2. Implement school systems for assessing and reviewing student progress.</li> <li>3. Collect, analyse and evaluate assessment data, leading to intervention where necessary.</li> <li>4. Update the Headteacher and governing body on the effectiveness of provision in the DLC Department.</li> <li>5. Maximise the opportunities presented by consultation evenings to engage parents in their child's progress in DLC.</li> <li>6. Ensure that students' attainment is regularly moderated and standardised.</li> </ol>                                                                                                                                                                                                                                                                                         |
| <b>CLASSROOM TEACHER RESPONSIBILITIES</b>               | <ol style="list-style-type: none"> <li>1. Set high expectations which inspire, motivate and challenge students</li> <li>2. Promote good progress and outcomes for students.</li> <li>3. Demonstrate good subject and curriculum knowledge</li> <li>4. Promote students' acquisition of literacy and numeracy skills.</li> <li>5. Plan and teach well-structured lessons.</li> <li>6. Adapt teaching to adapt to the strengths and needs of all students.</li> <li>7. Make accurate and productive use of assessment.</li> <li>8. Manage behaviour effectively to ensure a good and safe learning environment.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>TUTOR RESPONSIBILITIES</b>              | <ol style="list-style-type: none"> <li>1. Support, care and guide tutees, liaising with Heads of House and Student Support Co-ordinators as appropriate.</li> <li>2. Promote positive attitudes and behaviour, instilling the school's values, and encourage students to contribute to their House, school and wider community.</li> <li>3. Monitor academic progress of students within a tutor group, identifying underachievement and supporting students to address this.</li> <li>4. Contact parents when necessary and attend tutor evenings.</li> <li>5. Ensure registers are completed accurately and promptly, managing students' lateness/absence where necessary.</li> <li>6. Check students' uniform and equipment, supporting whole school expectations.</li> </ol>                                                                                                                                                                        |
| <b>PERSONAL AND PROFESSIONAL STANDARDS</b> | <ol style="list-style-type: none"> <li>1. Carry out the duties which may be reasonably assigned by the Headteacher from time to time, operating within the current School Teachers' Pay and Conditions document.</li> <li>2. Fulfill the Teachers' Standards.</li> <li>3. Uphold and demonstrate the L.A.'s and school's commitment to fully inclusive education, especially for Disadvantaged Students and those with SEND.</li> <li>4. Maximise the potential of each student in all areas of his/her development.</li> <li>5. Support the aims and ethos of the school.</li> <li>6. Set a good example in terms of dress, punctuality and attendance.</li> <li>7. Attend and participate in open evenings, parent consultations and student performances.</li> <li>8. Participate in staff training and attend team and staff meetings.</li> <li>9. Develop links with governors, L.A.s, neighbouring schools and other community groups.</li> </ol> |
| <b>RESOURCES AND SUPPORT</b>               | <p>This post will carry an entitlement to appropriate leadership and management time.</p> <p>The postholder will have devolved responsibility for Department budget for curriculum resources.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REVIEW</b>                              | <p>The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SPECIAL NOTES AND CONDITIONS</b>        | <p>The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.</p> <p>The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies and Behaviour for Learning policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Signed:</b>                             | <b>(Postholder)      Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Signed:</b>                             | <b>(Headteacher)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |