

Job Description – Head of IT

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Professional Duties

The Head of Information Technology is responsible to the Headmistress. The Head of IT will oversee the IT Technician.

The following duties shall be deemed to be included in the professional duties which the teacher shall be required to perform:

1. Teaching

- (a) Planning and preparing courses and lessons;
- (b) Teaching, according to their educational needs, the pupils assigned to the teacher, including the setting and marking of work to be carried out by the pupil, in School and elsewhere;
- (c) Assessing, recording and reporting on the development, progress and attainment of pupils;

In each case having regard to the curriculum for the school.

2. Other Activities

- (a) Promoting the general progress and well being of individual pupils and of any class or group of pupils assigned to him/her;
- (b) Providing guidance and advice to pupils on educational and social matters and on their further development and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- (c) Making records and reports on the personal and social needs of pupils;
- (d) Communicating and consulting with parents of pupils;
- (e) Communicating and co-operating with persons or bodies outside the School;
- (f) Participating in meetings for any of the purposes described above;
- (g) To undertake supervisory duties such as lunch duties and any other duties as required and directed by the Headmistress. For part-time staff these will as far as possible be allocated on a pro-rata basis.

3. Assessment and Reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4. Performance Management

Participating in any school arrangements for Performance Management and monitoring the performance of teachers within the department.

5. Review: further training and development

- (a) Reviewing from time to time his/her methods of teaching and programmes of work;
- (b) Participating in arrangements for his/her further training and professional development as a teacher.

6. Educational Methods

Advising and co-operating with the Headmistress and other teachers (any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

7. Discipline, Health and Safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere.

8. Staff Meetings

Participating in meetings at School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

9. Pupil Examinations

Participating in arrangements for preparing pupils for public examinations and in assessing the pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

10. Cover

Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them. Staff are expected to remain on site during non-contact periods and these may be used for cover. The non-contact periods of part-time

staff will be used up to the maximum number allocated each year on a cumulative basis.

11. Administration

- (a) Participating in administrative and organisation tasks related to such duties as are described above, including the management or supervision of persons providing support for teachers in the school and the ordering and allocation of equipment and materials;
- (b) Registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school session.

12. Religious Education and Worship

- (a) Attending, taking part and leading acts of worship;
- (b) Having regard to the Church of England character of the foundation of the school.

13. Head of Information Technology

- (a) Taking responsibility for the teaching of Information Technology throughout the School; monitoring the Information Technology curriculum throughout the school; liaising with other members of staff and so providing continuity, progression and cross-curricular links; assessing the progress of pupils and their development in Information Technology;
- (b) Attending relevant courses and meeting and disseminating information to other staff, developing and/or modifying existing practice to improve the delivery of Information Technology;
- (c) Running ICT clinics for other members of staff as timetabled.

14. Management

- (a) Manage the overall School information service (curriculum and administration) to ensure that ICT systems are effective, reliable and secure;
- (b) Design and manage the School's websites and intranets and provide support for the production of School publications;
- (c) Responsible for safe, secure and efficient usage of the School's ICT facilities and resources;
- (d) Provide software support to teachers and administrators, particularly with respect to Microsoft Office and various database products;
- (e) Direct the IT Technician in the pursuance of his work;

- (f) Keep up to date with latest trends and developments in the educational and ICT sector and facilitate professional development and training of staff in the educational uses of ICT;
- (g) Take responsibility for major ICT projects when delegated by the SMT (Senior Management Team). Advise on any ICT implications for other school initiatives. This will include liaison with other curriculum leaders with respect to their ICT requirements, managing procurement, upgrades and future planning of resources in order to maintain a leading edge ICT provision throughout the School;
- (h) Develop strategic plans and prepare briefings for SMT on new initiatives, including the evaluation and testing of hardware and software;
- (i) Form and implement policies on freedom of information, internet usage, data protection, records management, network security and any other aspects of ICT within the academic and administrative functions of the School as may be required by the SMT. Advise the SMT on any statutory requirements as may occur from time to time.

The Job Description is not exhaustive and the Head of IT will have the opportunity to expand upon it dependent on his/her own expertise.