JOB DESCRIPTION

Post title:	**Head of IT**
Academy:	**Excelsior Academy**
Reporting to:	**Principal**
Salary/Pay range:	**Lead Leadership Salary Scale (Dependent upon experience)**
Hours of work:	**Full Time**

Purpose of Job

The post holder will be responsible for co-ordinating the Academy wide ICT Strategy and for the development of high quality Teaching and Learning in ICT, including iMedia and Computer Science.

Main Duties and Responsibilities

In addition to those professional responsibilities which are common to all teachers in the academy, the post holder's key accountabilities will be for leading, managing and supervising teaching, learning and outcomes in ICT, including Computer Science and iMedia, as well as coordinating programmes to support the development and ongoing success of the subject area and Excelsior pupils.

The post holder has an important duty to promote and safeguard the welfare of all students and, in doing so, follow the policies and procedures of the Academy.

The post holder will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below:

Making a positive impact on the progress of students within ICT

- To ensure that students experience an educational programme that is personalised to their particular needs identified through a robust assessment system
- To raise standards of student achievement within the Key Stages, with a willingness to accept appropriate levels of responsibility and accountability for student outcomes
- To support and lead in the monitoring and evaluation of the quality of teaching and learning within the area and holding staff to account for their performance
- To ensure that teaching and learning within ICT is of a consistently high standard and provides challenge, engagement and excitement
- To ensure that performance data is used effectively to track and monitor the progress of individual students and groups of students (including vulnerable groups – EAL, SEN)
- To work with key colleagues to design, implement and evaluate appropriate interventions for individual students and groups of students (including students entitled to additional support to address SEN, EAL needs, etc.)
- To lead the development of an exciting and engaging ICT curriculum, including the development of appropriate courses and qualifications, schemes of work and supporting resources
- Ensure that student achievement information is shared with colleagues within and beyond the subject area to secure outstanding individual student progress

Leading Teaching and Learning
- In conjunction with appropriate others, work with colleagues to develop and strengthen the quality of teaching and learning in ICT – with both teachers and support staff
- In conjunction with the SLG subject link, and appropriate others, identify key professional development needs and provide initial support to colleagues, where appropriate
- Where teaching is not good enough to work with key leaders to implement focused and timely action for improvement

Professional Development
- To participate in the Academy's Performance Management process
- To take responsibility for your on-going development in your role as a teacher at Excelsior Academy

Additional Duties
- Any other duties as may reasonably be requested by the Executive or School Principals. The above duties to not define or include all tasks required of the post holder, duties and responsibilities may vary without changing the level of responsibility.

Health & Safety
- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding
- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required