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**WITCHFORD VILLAGE COLLEGE**

## Job Description

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| **Post Holder:** |  |
| **Post Title:** | **Lead Teacher: IT and Computing** |
| **Post Purpose:** | Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)  To raise standards of student attainment and achievement and to monitor and support student progress  To be accountable for student progress and development in IT and Computing  To develop and enhance the teaching practice of others in IT and Computing  To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the area, in accordance with the aims of the College, the Trust and the curricular policies.  To be accountable for leading, managing and developing the subject/curriculum  To manage and deploy effectively teaching/support staff, financial and physical resources within the area to support the designated curriculum portfolio |
| **Reporting to:** | Vice-Principal |
| **Responsible for:** | The provision of a full learning experience and support for students  Relevant achievement and standards within the area  Teaching staff and other specified personnel within the area |
| **Location:** | The main place of work will be Witchford Village College but you may be required to work at other schools and sites within Morris Education Trust by mutual agreement |
| **Working Time:** | Full time as specified within the STPCD |
| **Salary/Grade:** | MET Teachers' Pay Scale and TLR 2 |
| **Disclosure Level:** | Enhanced DBS |

## 1. Teaching

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| 1.1 | To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
| 1.2 | To develop teaching practice and expertise in accordance with the Teachers Standards (2012) and WVC’s ‘Excellence as Standard’ |

## 2. Operational/Strategic Planning

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| 2.1 | To lead the development of appropriate and relevant syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the area |
| 2.2 | To support the day-to-day management, control and operation of course provision with the area, including effective deployment of staff and physical resources |
| 2.3 | To monitor actively and follow up student progress |
| 2.4 | To implement College and Trust policies and procedures |
| 2.5 | To work with colleagues to formulate aims, objectives and strategic plans for the area which have coherence and relevance to the needs of students and to the aims, priorities and strategic plans of the College and the Trust. |
| 2.6 | To oversee significant aspects of the planning function of the area, and to ensure that the planning activities of the area reflect the needs of students within the subject area (through the Department Development Plan), College Development Plan and the aims and priorities of the College and Trust. |
| 2.7 | To lead relevant staff to ensure that the work in the area fully reflects the College’s and Trust’s distinctive ethos and vision. |
| 2.8 | In conjunction with relevant staff to foster and oversee the application of I.C.T. across the area, including the development of materials for the VLE. |

## 3. Curriculum Provision

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| 3.1 | To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the College Development Plan and College Self-Evaluation. |
| 3.2 | To be accountable for the development and delivery of relevant aspects of the curriculum. |

## 4. Curriculum Development

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| 4.1 | To play the leading role in curriculum development for IT and Computing |
| 4.2 | To keep up to date with national developments in the subject area and teaching practice and methodology. |
| 4.3 | To monitor actively and respond to curriculum development and initiatives at national, regional and local levels. |
| 4.4 | To liaise with the Vice Principal to maintain accreditation with the relevant examination and validating bodies. |
| 4.5 | To ensure that the development of relevant subjects is in line with national developments. |

## 5. Staffing

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| 5.1 | To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. |
| 5.2 | To continue own professional development as agreed with the Vice Principal |
| 5.3 | To be responsible for the efficient and effective deployment of any support staff |
| 5.4 | Under the direction of the Vice Principal, coach and mentor relevant teachers to ensure they secure improvements to their practice. |
| 5.5 | To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the area liaising with the Cover Supervisor/relevant staff to secure appropriate cover. |
| 5.6 | To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College and Trust procedures |
| 5.7 | To promote teamwork and to motivate staff to ensure effective working relations. |
| 5.8 | To participate in the College’s ITT/PGCE/GTP/NQT programme. |
| 5.9 | To be responsible for relevant day-to-day management of staff within the designated area and act as a positive role model. |

## 6. Quality Assurance

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| 6.1 | To ensure the effective operation of quality control systems. |
| 6.2 | To be responsible for the delivery of relevant targets within the area and to work towards their achievement. |
| 6.3 | To establish common standards of practice within the area and develop the effectiveness of teaching and learning styles in all subject areas |
| 6.4 | To contribute to the College and Trust procedures for lesson observation and other forms of self-evaluation. |
| 6.5 | To implement College and Trust quality procedures and to ensure adherence to those within the area. |
| 6.6 | To monitor and evaluate aspects of the area in line with agreed College and Trust procedures including evaluation against quality standards and performance criteria. |
| 6.7 | To seek/implement modification and improvement where required. |
| 6.8 | With the Vice Principal, to ensure that the area’s quality procedures meet the requirements of self-evaluation and the College Development Plan. |

## 7. Management Information

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| 7.1 | To ensure the maintenance of accurate and up-to-date information concerning the area on the management information system. |
| 7.2 | To make use of analysis and evaluate performance data provided. |
| 7.3 | To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. |
| 7.4 | To produce reports within the quality assurance cycle for the area. |
| 7.5 | To produce reports on examination performance, including the use of value-added data |
| 7.6 | In conjunction with relevant staff, to manage the subjects’ collection of data. |
| 7.7 | Through the Vice Principal and Principal, to provide the CEO, Trust and Local Governing Body with relevant information relating to the area performance and development. |

## 8. Communications and Liaison

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| 8.1 | To ensure that all members of the area are familiar with its aims and objectives. |
| 8.2 | To ensure effective communication/consultation as appropriate with the parents of students. |
| 8.3 | To liaise with partner schools, further education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. |
| 8.4 | To represent the area’s views and interests. |
| 8.5 | To contribute to the planning and delivery of College liaison activities. |
| 8.6 | To lead the development of effective subject links with partner and primary schools and the community, promoting subjects effectively at liaison events in College, partner schools and the wider community. |
| 8.7 | To promote actively the development of effective subject links with external agencies. |

## 9. Management of Resources

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| 9.1 | To manage available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deployment of relevant budgets, acting as a cost centre holder as necessary, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. |
| 9.2 | To work with the Vice-Principal in order to ensure that the area’s teaching commitments are effectively and efficiently time-tabled and roomed. |

## 10. Pastoral System

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| 10.1 | To monitor and support the overall progress and development of students within the area. |
| 10.2 | To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. |
| 10.3 | To act as a Tutor and to carry out the duties associated with that role as outlined in the generic job description. |
| 10.4 | To contribute to PSHE, citizenship, work-related and enterprise according to College policy. |
| 10.5 | To ensure the Behaviour Policy is implemented in the area so that effective learning can take place and that a calm and orderly environment is typically maintained in all classrooms. |

## 11. College Ethos

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| 11.1 | To play a full part in the life of the College and Trust community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. |
| 11.2 | To support the College in meeting its legal requirements for worship. |
| 11.3 | To promote actively the College’s and Trust’s corporate policies. |
| 11.4 | To comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate. |

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

## 12. Signatures

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed .......................................... Signed ......................................**

**(Lead Teacher) (Principal)**

**Dated ............................................ Dated .......................................**