

**Job Description**

**Post Title: Head of ICT & Computer Science**

**Grade:** Main Pay Scale (Upper Pay Scale where applicable)

+ TLR2B

**Responsible to:** Curriculum Leader for Business, Economics and ICT

**Responsible for:** ICT & Computer Science

**Job Purpose**

 To ensure the delivery of high quality ICT & Compuer Science teaching and learning.

 To be responsible for the organisation, implementation and evaluation of

ICT & Computer Science.

 To advise the Curriculum Leader for Business, Economics and ICT of any developments in the teaching of ICT & Computer Science and the subsequent resource and training implications.

 To monitor each student’s achievements relative to their individual ability and

aptitude and to take appropriate actions as a result of analysis.

 To act as a professional role model for teaching and learning.

**Principal Accountabilities: CURRICULUM**

 To continuously review, change and modify the ICT & Computer Science elements in the curriculum as necessary working with the Curriculum Leader for Business, Economics and ICT.

 Ensure excellence in the delivery of teaching by motivating, training, monitoring and developing staff.

 Ensure that staff implement agreed policy with regard to course content and teaching method including monitoring of ICT use across curriculum.

 Evaluate and revise all course materials at regular intervals.

 To contribute to the departmental handbook and assist with the preparation of schemes of work.

 To keep abreast of current developments in the educational field to enable curriculum planning.

 To liaise with other curriculum areas as appropriate.

 To be accountable for the monitoring, reporting and recording of student progress.

 To be accountable for the teaching and learning of your subject to the students of City of London Academy Islington.

 To be accountable for the monitoring of student progress throughout the subject.

 Ensure teachers use data to inform teaching.

 Select appropriate examination courses to ensure maximum success.

 Verify subject examination entries and provide forecast grades.

**General**

 To chair items at departmental meetings which relate specifically to ICT & Computer Science.

 To become involved in extracurricular activities, events, trips and visits.

 To work closely with parents and other members of the community where appropriate.

 To promote the Academy externally by becoming involved in activities within the community.

 To demonstrate a keen interest in all the Academy’s activities.

 To ensure high quality teaching and learning takes place within the classroom.

 To ensure that the environment of the classroom is always of a high quality and contribute to the environment of the ICT area.

 To be accountable for establishing a good partnership between parents/carers and outside agencies through effective communication.

 Carry out Performance Management and professional development of subject area staff ensuring the challenging objectives are set.

 Supervise newly qualified and student teachers and ensure effective teaching of ICT & Computer Science.

**STUDENTS**

 To ensure the effective implementation of whole school ARR policies, prepare individual student and group reports and analyse and report on summative data.

 To ensure that statutory requirements, e.g. in relation to health and safety with regard to students, are met.

**TEACHING STAFF and NON-TEACHING STAFF**

 To demonstrate and encourage high standards of professionalism from all staff involved in the department.

 To demonstrate and inspire an enthusiastic and committed approach to teaching within the department.

 To co-ordinate the resources of the department, giving advice, encouragement and support to all staff concerned.

**ADMINISTRATION**

 To demonstrate high levels of professionalism in the accurate completion of the administration needs of the role, meeting all deadlines.

 To ensure that appropriate arrangements are made for assessments and statutory requirements.

 To ensure that books and other resources are catalogued and stored in a systematic and secure fashion, that they are easily accessible and checked

regularly.

 To take responsibility for the fabric and furnishing of your teaching area.

 To develop and implement subject policies, plans, targets and practices within the context of the Academy’s aims and policies.

**Standards/ Quality Assurance and Additional Responsibilities**

 Support extended day activities to enhance students’ learning experiences.

 Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.

 Attend and participate in open evenings and student performances.

 Uphold the Academy’s behaviour code and uniform regulations.

 Participate in staff training and development.

 Attend team and staff meetings.

 Develop links with neighbouring schools/Academies.

**Key Organisational Objectives**

The post-holder will contribute to the Academy’s objectives in service delivery by:

 Following Health and Safety requirements and initiatives as directed.

 Ensuring compliance with Data Protection legislation.

 The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

 At all times operating within the Academy’s Equalities policies demonstrating commitment and contribution to improving standards of attainment.

 Adopting customer care and quality assurance initiatives.

 Fulfilling the role of mentor if required.

 Contributing to the maintenance of a caring and stimulating environment for young people.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The post-holder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Date of issue: ......................................... Signature of Post-holder: ............................. Signature of Principal: .................................

**Person Specification**

**Job Title: Head of ICT & Computer Science**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to Degree level or equivalent |  |  |
| Qualified Teacher status |  |  |
| **Experience** |  |  |
| Experience of teaching ICT from KS3-5 |  |  |
| Experience of teaching Computer Science to KS3 to 5 |  |  |
| Use ICT to raise achievement and as a management tool |  |  |
| Demonstrate experience of effective performance management and quality  improvement within a school environment |  |  |
| Collaborative teaching methods and working with colleagues in the  preparation, assessment and monitoring work |  |  |
| Leadership Experience, including managing staff and students |  |  |
| Demonstrable experience of improving student outcomes |  |  |
| High quality outcomes |  |  |
| A record of continuous professional and career development |  |  |
| Experience as a form tutor and or/ pastoral work |  |  |
| Strategies to raise standards and achievement of students |  |  |
| **Skills** |  |  |
| Must be well organised |  |  |
| Must be well presented |  |  |
| Excellent communication and organisational skills |  |  |
| Ability to analyse data effectively to assess performance |  |  |
| Ability to work Hard under pressure while maintaining a positive, professional  attitude |  |  |
| Ability to organise and prioritise workload and work on own initiative |  |  |
| Good Interpersonal skills and the ability to work collaboratively, leading to  professional development of staff, to the achievement of the Academy aims and to the efficient running of all departments |  |  |
| Excellent creative teaching ability |  |  |
| Commitment to personal career development |  |  |
| Ability to organise whole school/ year based activities |  |  |
| Ability to think and plan strategically and manage change |  |  |
| Willingness to engage with parents in order to encourage their close  involvement in the education of their children |  |  |
| **Knowledge and Understanding** |  |  |
| Developments in the National Curriculum |  |  |
| Developing differentiated Schemes of Work |  |  |
| Effective strategies for supporting staff to improve teaching and learning |  |  |
| Have a good understanding of positive effective strategies for whole school  behaviour management |  |  |
| A thorough understanding of the intervention packages available to support  accelerated learning |  |  |
| Knowledge and understanding of the needs and care of students with SEN |  |  |
| Understanding of assessment systems |  |  |
| **Equal Opportunities** |  |  |
| Understanding of different social backgrounds of students |  |  |
| Understanding the needs of students and the appropriate policies and  strategies to support them |  |  |
| Understand the needs of bilingual students |  |  |