



Hutton Church of England Grammar School and Sixth Form

JOB TITLE: **Subject Leader: IT and Computing**

ACCOUNTABLE TO: **SLT Line Manager**

PAY RANGE: **MPS/UPS + TLR: 2c**

Our mission statement at Hutton Church of England Grammar School and Sixth Form centres around three core Christian values: **Accomplishment, Humility and Service.**

We are committed to supporting and nurturing all of the students within our care in order that they **Accomplish** all that is possible in their lives, both within and outside of the classroom.

At the same time we expect students to show **Humility**; being aware that they do not live their lives in isolation but rather that they are grateful for all they have, respectful of the opinions and beliefs of others and willing to do all they can to help those less fortunate than themselves.

As a Church of England school we expect them to do all of this in the **Service** of God, their local and wider communities and their families.

By following these principles and core Christian values we look to support and develop all those within the Main School and Sixth Form to take their place in the world as hard working, respectful and productive individuals.

Core purpose

To work with the Head Teacher and Senior Leadership Team in creating, inspiring and embodying the Christian ethos of Hutton Church of England Grammar School and Sixth Form, securing its mission statement with all members of the school community and ensuring an environment for learning and teaching that empowers both staff and pupils to show 'Accomplishment, Humility and Service' in all they do, both within and outside of the classroom.

General Responsibilities:

In addition to carrying out the professional duties of a teacher, the Subject Leader will play the major role within the Subject in:

- formulating the aims and objectives of the Subject, in line with those of the wider school
- establishing and monitoring the policies through which they shall be achieved
- managing staff and resources to that end
- monitoring progress towards their achievement

They will also:

- undertake any professional duties reasonably delegated to him/her by the Head Teacher
- support fully the dynamic Christian ethos of the school
- share responsibility for promoting high standards of attitude and behaviour among our pupils
- be 'highly visible' in supporting the day to day running of the Subject
- encourage the development of all pupils and staff, and maintain an atmosphere conducive to good personal relationships
- promote good relationships between all staff and with parents, Governors, our contributory parishes and the wider community
- keep up to date with major developments in education and develop specific expertise as appropriate
- attend and advise meetings of the Governing Board and its committees as required
- support the organisation of school events and support school functions as required
- contribute to leadership through monitoring and evaluating across the Subject including self-evaluation and improvement planning
- ensure the continued 'pursuit of excellence' in all areas of school life
- line manage colleagues within the Subject and support the Assistant Subject Leader in doing so
- undertake a teaching commitment proportionate to their other duties

Specific Responsibilities

Learning, Teaching and Curriculum

- To develop and lead the learning and teaching strategy within the Subject and contribute, where and when appropriate, to whole school sharing of good and best practice
- To research the latest developments in learning and teaching and share effective learning and teaching strategies with colleagues within the Subject, and wider as appropriate
- To inspire, lead CPD and train staff in developments in learning and teaching, identifying emerging talents and planning for succession within the Subject
- To take the lead role in the monitoring and evaluation of learning, teaching and standards within the Subject, including the Appraisal of named colleagues
- To oversee coaching, mentoring and the development of a culture of 'open classrooms' and the effective sharing of best practice within the Subject
- To deploy effectively and best utilise teachers, support staff and other resources within the Subject
- To plan and lead meetings to enable the efficient and effective administration and development of the subject
- To take the lead role within the department for effective self-evaluation and improvement planning, in line with school policy and procedure
- To provide effective guidance and oversee the Computing and IT curriculum, ensuring it remains broad and balanced and meets the needs of all students, irrespective of ability or need
- To ensure that a system of student rewards and sanctions takes place within the department, in line with school policy

Online Safety

- To take lead responsibility for online safety awareness within the school, leading training and supporting students, staff and governors as appropriate
- To liaise with the school's IT Technicians in order to oversee all aspects of the school's online safety provision
- To liaise with and update school's Senior Leadership Team and Governors with regard to all aspects of online safety

Elements of this job description may be re-negotiated at the request of either the Teacher or the Head Teacher and changed with the agreement of both. The duties are to be carried out in accordance with the provisions of the current Teachers' Pay and Conditions Document.

The applicant will be required to safeguard and promote the welfare of children and young people.