

**Head of ICT and Digital Strategy**

The Head of ICT and Digital Strategy is responsible for the leadership, management, organisation and oversight of ICT and Digital Strategy within the School. The Head of ICT and Digital Strategy will work very closely with the full time Network Manager, an IT Technician, the teachers in the department, as well as the Deputy Head-Academic and the Bursar.

**Job Description**

The Head of ICT and Digital Strategy job description includes all the generic Head of Department responsibilities (outlined below) plus those specific to the ICT department, listed below.

## Responsibilities

* In conjunction with the Deputy Head Academic and the Network Manager, formulating a strategy to keep Moulsford at the forefront of ICT in the education sector.
* Ensuring that the School is at the cutting edge of education technology and digital trends, by keeping fully abreast of the latest developments in the market place and networking across various sectors, including the School’s competition.
* Overseeing the teaching of ICT (and teaching personally) from Reception to Year 8, and ensuring the teaching is of the highest standard.
* Supporting the staff and devising a training programme for:
  + the use of ICT hardware and software within the School
  + implementing effective methods of incorporating ICT within their own subjects.
* Reporting regularly to the Senior Management Team.
* Advising the staff on the purchase of subject-specific hardware and software, and in conjunction with the Network Manager, researching, costing and arranging its purchase.
* In conjunction with the Bursar and the Network Manager, managing the policy for the upgrading and replacement of ICT hardware and software within the School.
* Working closely with the Network Manager, to support him/her in ensuring that:
  + the School is best in class in all compliance and security related matters, together with disaster recovery/business continuity plans and their execution;
  + the school infrastructure itself is protected, notably the fibre connection, WiFi network, records storage and backup, website;
  + relationships with relevant stakeholders are developed to support and achieve the above.

**In addition to the ‘Subject Teacher’ job description attached, the specific responsibilities of a Head of Department include:**

## Management of their subject

* Ensuring consistency and continuity within the curriculum for their subject (Reception – Y8).
* The annual review of the department’s schemes of work and policy documentation.
* Monitoring and developing the programs of study which are appropriate to the differentiated needs of children in each age group.
* Ensuring there is adequate transfer information when boys move from year to year.
* Organising regular departmental meetings.
* In conjunction with the Deputy Head Academic, overseeing the department’s record-keeping as well as the setting and marking of internal exams and the writing of reports and other assessments.
* Analysing pupil performance throughout the year and internal and external exams (and other forms of assessment) to identify strengths and weaknesses and acting upon that information.
* Ensuring the proper preparation of Common Entrance candidates and academic scholars.
* Liaising closely with the SENCo to ensure children with learning difficulties are identified and supported both in and out of mainstream lessons.

## Staff

* Ensuring each member of the department shares an understanding of what constitutes effective teaching and that it is implemented.
* Supporting other members of the department in developing a range of teaching styles and techniques.
* Formally appraising members of their department following the procedures outlined in the Staff Handbook. Intra-departmental observation should also be encouraged.
* Providing members of the department with information on suitable training courses.
* Assisting the Deputy Head Academic in the deployment of teachers within the department.
* Assisting the Headmaster and the SMT in the recruitment, selection and induction of departmental staff.

## Other responsibilities

* Communicating with parents, governors, feeder/senior schools and other groups or individuals on departmental matters.
* Reporting annually to the Headmaster and Governors, through the Deputy Head Academic, on the work of their department.
* Submitting an annually updated strategic development plan.
* Overseeing and developing all the department’s educational resources and managing the budget.
* Taking responsibility for all departmental Risk Assessment and Health and Safety issues.
* Liaising effectively with other Heads of Department.

**December 2020**