

# Job Description



## Curriculum Lead in IT

<b>Job Title</b>	<b>Curriculum Lead in IT</b>
<b>Salary</b>	<b>MPS/UPS – TLR 2A</b>
<b>Line Manager/s</b>	<b>Headteacher, Members of Senior Leadership Team and The Governing Body</b>
<b>Supervisory responsibility</b>	<b>The post holder may be responsible for the deployment and supervision of teaching assistants relevant to their responsibilities.</b>

### Main Purpose of the job.

- To provide professional leadership and management for the IT department.
- To provide a high-quality educational experience for all students to raise the levels of attainment and achievement.
- Be responsible for the learning and achievement of all pupils in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat pupils with dignity, building relationships always rooted in mutual respect and observing proper boundaries appropriate to a teacher's professional position.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff, and external agencies in the best interests of pupils
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Teacher Standards (2015).
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### Duties and Responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in school.

### **Strategic Direction and Development of Subject**

- Develop and ensure implementation of a whole-school policy for IT in line with the aims and policies of the school.
- Use data effectively, to monitor standards of achievement across the school in IT.
- Produce short, medium, long- term plans to develop IT in relation to: - resources - staff professional development requirements - the aims of the school, and its policies and

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practices, and ensure this is integrated into the school development plan - targets for realistic but challenging improvements.

- Monitor the progress made towards achieving IT plans and targets and use this information to plan future developments.
- To report to governor meetings where appropriate.
- To be involved in the extracurricular life of the school, both IT and non-IT related, e.g. charity work, residential trips.
- To assist on the planning and development of the post-16 provision especially for the IT element.

## Teaching and Learning

- Follow the requirements of the relevant exam board
- Ensure curriculum coverage, continuity and progression in English throughout the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students.
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Support departments in their self-evaluation by monitoring teaching and learning.
- Evaluate the teaching of the subject in school, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching in the subject.
- To act as a form tutor and provide pastoral support to those pupils in your tutor group.

## Behaviour and Safety

- Establish a safe, purposeful, and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions, and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values, and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed and within the remit of the current School Teachers' Pay and Conditions Document.

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- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.
- To take personal responsibility for their own and their colleagues' safety and health, being aware of potential hazards and acting to ensure of elimination, management, or avoidance.

## Leading and Managing Staff

- Lead professional development of staff through example and support.
- To ensure the behaviour policy is consistently implemented.
- Ensure newly qualified staff and staff new to the department receive appropriate support for the subject.
- Work with the Inclusion staff to ensure that SEND and PP pupils have specific targets and that work is matched to pupils needs.
- To make appropriate arrangements when staff are absent.
- Ensure that the headteacher, senior managers and governors are well informed about subject policies, plans and priorities, the success in meeting objectives and targets and subject related professional development plans.
- To lead the development of subject links with partner schools and community and to effectively promote open day/evenings and other events.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation, and pastoral functions of the school
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document

## Accountability

- Communicate effectively, orally and in writing to a range of audiences e.g. staff, students, parents and Governors.
- Discuss with the management the progress of the department regarding data and development plan.
- Secure understanding and strategies for performance management and appraise designated members of staff.
- Establish resource and staff requirements for the subject and inform the link SLT of costs and priorities. Distribute subject resources to meet the objectives of the school.
- Keep abreast of curriculum developments to ensure the department is up to date.
- Ensure the effective and efficient management of learning resources for the IT subject.
- Ensure a stimulating but safe working environment in which risks are regularly assessed regarding safeguarding, health and safety and visits policy.
- Report to Governors as required.

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## **Fulfil wider professional responsibilities**

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate
- Communicate effectively with parents/carers regarding pupils' achievements and well-being using school systems/processes as appropriate
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

## **Administration**

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document

## **Professional development**

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment, and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

## **Other**

- To have professional regard for the ethos, policies, and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher

## **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change if your contract changes or as the organisation of the school is changed. Changes will not take place without consultation.