

The Wavell School

Director of IT and Computing

Post Holder **Vacancy**
Responsible to: **The Headteacher and SLT Link**

SECTION 1 - GENERAL MANAGEMENT DUTIES

To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement.

Leadership

1. *To inspire department members by personal example and hard work.*
2. *To effectively manage the human resources at the department's disposal, including teaching, non-teaching and support staff.*
3. *To create a vision, sense of purpose and pride in the Department.*
4. *To co-ordinate the production and maintenance of the Department documentation, and to implement, monitor and evaluate all of its policies and systems.*
5. *To be responsible for continuously improving the quality of teaching and learning in the Department.*
6. *To be responsible for maintain discipline in the Department including supporting staff during lessons when appropriate.*
7. *To play a major role as a Director of Curriculum in the development of all aspects of the School, including its policies and their improvement.*
8. *To develop and maintain effective methods of communication with the Headteacher, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.*
9. *To identify and applaud areas of success for individual teachers and the Department.*
10. *To help create an effective team by promoting collective approaches to problem-solving and curricular/Department development, e.g. consult when writing the development plan and produce resources as a team.*
11. *To chair and produce the agenda for effective Department meetings. To ensure action points are noted, kept secure and others informed as appropriate.*
12. *To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.*
13. *To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or a club, etc.*

Curricular/Department Development

1. To contribute towards continuity and progression within the whole school curriculum.
2. To oversee the Department Development Plan, its implementation and the part it plays in the whole school development.
3. To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students, and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
4. To develop department strategies for the students' spiritual, moral, social and cultural development, including citizenship.
5. To monitor and evaluate the teaching in the Department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
6. To develop department strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs.
7. To work with the SENDCO to ensure PLPs and EHCPs are used to set subject-specific targets, and to match curricular materials and approaches to pupil needs.

Stock/Resource/Budget

1. To manage the Department stock, teaching resources and finances efficiently, and to obtain best value for money.
2. To maintain an inventory of all stock items and to oversee the annual stock audit.
3. To carry out stock disposal in accordance with Department and school policies.
4. To store resources in such a way as to enable quick and easy access by all staff (and students where appropriate).

Liaison/Communication

1. To meet regularly and work with "SLT Link" for professional support and to develop effective department management.
2. To oversee and monitor the accuracy of exam entries and dates and to work effectively with the exam officer.
3. To act as the initial person for others to contact regarding all issues relating to the subject.
4. To liaise with colleagues from other Key Stages and sectors in order to provide a smooth transition between schools and phases for all students.

5. To liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.
6. To inform staff about new developments and ideas related to the subject and the Department – to include Department meeting agendas. Etc.
7. To co-operate with the Health and Safety management and inspection process.
8. To manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
9. To provide helpful and accurate responses to parent/carer enquiries.

Professional Development

1. To provide or organise in-service training for the Department staff (teaching and non-teaching) as appropriate.
2. To have day to day responsibility for the monitoring, support and assessment of trainee (ITT) and newly qualified teachers (NQTs)
3. To identify development opportunities for staff within the department and through external agencies or course.
4. To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
5. To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
6. To personally keep up to date with developments and new ideas related to the subject.

The Director of IT also has the following duties in addition to those of a classroom teacher:

Section 2 – IT Specific Duties

1. Consult, produce and regularly review the IT Department documentation which should state the agreed procedures, practices and aspirations of the Department. The manual should be word processed, held in a ring-file, actively used by staff and focus on:
 - Aims and objectives for IT
 - Assessment, Recording and Reporting
 - Pupil Inclusion (SEN, Gifted & Talented, Students with English as a second language, Gender, Multicultural, Differentiation, etc.)
 - Citizenship
 - The range of appropriate learning styles
 - Health & Safety

2. *To manage the Department's contribution to the Wave Newsletter and website.*
3. *To oversee the running of extra-curricular IT activities.*

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Compiled by: Amanda Rowley	
SLT Link Stuart Hicken	Date 23/01/2020