

## JOB DESCRIPTION

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|----------------------|----------------------------------|----------------------|------------------------|
| <b>Post title</b>    | Head of Business and ICT         | <b>Reporting to</b>  | Senior Leadership Team |
| <b>Location</b>      | West Bromwich Collegiate Academy | <b>Grade</b>         | TMS/UPS with TLR 1.2   |
| <b>Contract type</b> | Permanent                        | <b>Hours of work</b> | Full Time              |

### Post Summary

Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.

- To be accountable for the learning and achievement of all students following Business and ICT programmes within the Academy.
- To provide high quality leadership and management for Business Studies and ICT education within the Academy
- To develop effective partnership working with other staff to secure high levels of student progress.
- To liaise with the Heads of Business and ICT across Shireland Collegiate Academy Trust to support strategic development, share good practice and plan collaborative activities.
- Take responsibility for the subjects within the department for Business, ICT and Computer Science.

### Duties and Responsibilities

#### Curriculum Management

To ensure the management of KS3 and KS4 including:

- Ensuring the quality of schemes of work and assessment
- Have overall responsibility for KS3 and KS4 results.
- Oversee delivery of courses
- Take responsibility for courses offered.
- Organise resources for external exams.
- Shape the curriculum and exam type to best suit the needs of groups of students.
- To ensure the integration of Mathematics into our Literacy for Life curriculum
- To create the scheme of work and provide CPD to the Year 7 Literacy for Life team.

Please note: at the moment the Academy only has KS3 students but will grow in time to include KS4.

### **Leadership**

- Work inclusively with the curriculum team to create and implement an improvement plan in line with Academy objectives
- Monitor and evaluate the quality of provision within the curriculum area.
- Ensure linkages with other departments and institutions are fully explored particularly in areas in which the Academy specialises.
- Set challenging curriculum team targets using all relevant data
- Have overall responsibility for curriculum wide CPD
- Provide guidance, vision, and support to staff responsible for Key Stages 3 and 4.

### **Management**

- Liaise with exams secretary and external verifiers
- Liaise with outside agencies
- Manage staff within the team
- Manage financial resources in line with best value principles and with the support of Finance staff
- Co-ordinate the organisation of Focus Day activities
- Represent the curriculum team at management meetings
- Chair weekly department meetings
- Appraisal of the department
- Quality assurance of teaching, learning, planning and assessment
- Manage transition across key stages
- Create and implement intervention strategies to include catch-up programme for students following the Covid pandemic
- Manage mentoring of NQTs, GTPs and PGCE students
- Liaise with support services and the Local Authority
- Co-ordinate the organisation of enrichment activities
- Represent curriculum area in meetings with SLT link.

### **Administration**

- Manage timetabling and rooming in the curriculum area
- Oversee orders through curriculum support
- Manage and update group lists
- Ensure that there is a vibrant and inclusive learning environment in the department's teaching spaces.
- Ensure cover work is set for absent staff.

### **Other**

- To oversee all extracurricular clubs and outings

- To monitor all after school study clubs
- Ensure that whole Academy procedures in Assessment for Learning, SEN, EAL, literacy, numeracy and ICT are reflected in improvement plans and lesson planning
- To ensure that the department contributes in all ways to developing the ethos of the Academy.

## **Special Conditions of Employment**

### **Rehabilitation of Offenders Act**

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

### **Equality and Diversity**

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

**Mobility**

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

**Amendments**

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.