



JOB DESCRIPTION

Head of ICT Business Studies

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussion between the Principal/Key Stage Leader and member of staff, and will be reviewed annually.

Salary: TMS

Responsible to: Central Leader for IT

Responsible for: Providing high quality learning experiences for students through the provision of challenging, stimulating and supportive teaching

Working within the agreed vision, ethos and policies, teachers are expected to play a full and active part in the life of the school. In particular their areas of responsibility and key tasks will be:

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Planning

Plan teaching to achieve progression in students' learning through:

- identifying clear learning and teaching objectives and specifying how they will be taught and assessed
- setting tasks, including homework, which challenge students and ensure a high level of interest
- setting appropriate and demanding expectations for students' learning, motivation and presentation of work
- making effective use of assessment information when planning lessons
- setting clear targets, building on prior attainment

- identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice, tailoring the teaching to take account of their identified needs
- planning opportunities to contribute to students' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- the use of Support Staff within lessons as appropriate.
- preparation of faculty / subject schemes of learning as required by the Central Leader.

Teaching and Class Management

- establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which students feel secure and confident
- set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- implementing the school learning and teaching policy to provide clear structures for lessons maintaining pace, motivation and challenge
- use a variety of teaching methods to:
 - (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses
 - (ii) instruct, demonstrate and give accurate, well-paced explanations using appropriate vocabulary
 - (iii) use effective questioning, listen carefully to students, give attention to errors and misconceptions
- select appropriate learning resources and develop study skills through library, ICT and other sources
- ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- critically evaluate teaching to improve effectiveness
- Act as a Form Tutor

Monitoring, assessment, recording, reporting - to:

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- mark and monitor students' work and set targets for progress in line with the learning and teaching and assessment policies
- understand relevant data and target setting processes, to know students target grades and to provide relevant advice and guidance to students on what they need to do to meet or beat those grades and raise their achievement
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving
- prepare and present informative reports to parents
- take registers, monitor absence and liaise with appropriate staff where there are concerns

Other professional requirements:

- carry out duties, as detailed in the published rota, ensuring the health, safety and wellbeing of students before and after school and at break times

- to maintain discipline, in line with school policies. To insist on high standards of behaviour at all times, in all parts of the school in order to support colleagues in the consistent implementation of the behaviour policy.
- have a working knowledge of teachers' professional duties and legal liabilities
- operate at all times within the stated policies and practices of the school
- establish effective working relationships and set a good example through their presentation and personal and professional conduct
- be at all times calm and courteous to colleagues, parents and visitors, providing a welcoming environment to visitors and telephone callers
- endeavour to give every child the opportunity to reach their potential and meet high expectations
- to encourage students to make healthy lifestyle choices
- to ensure that all students are safe and protected whilst at school and that all suspected safeguarding incidents (in or out of school) are reported to the Designated Safeguarding Officer, in line with school policy.
- to provide a good role model to students in standards of behaviour, dress and communication
- contribute to the life of the school through effective participation in meetings and management systems necessary to co-ordinate the organisation of the school
- take a full and committed part in your own Performance Management, in line with school policy.
- take responsibility for their own professional development and duties in relation to school policies and practices
- liaise effectively with parents and governors as necessary, taking part in parents and open evenings as in the published schedule
- communicate, as necessary, with other colleagues both within and outside the school – to include staff from other schools and agencies.
- Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

Other

- in addition to carry out other duties as reasonably required by the Head of School/ Principal.
- The Priory Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION

Area	Essential	Desirable
Education	<p>Qualified Teacher Status</p> <p>Degree or equivalent in related subject</p>	<p>Further qualifications in an appropriate second subject</p>
Experience	<p>Relevant teaching experience in KS3 and KS4</p> <p>Experience of and/or a passion for teaching</p> <p>Demonstrable understanding of the National Curriculum</p> <p>Have an achievement focus, and believe in students fulfilling and exceeding their potential</p> <p>Evidence of successful, consistently good to outstanding teaching practice</p> <p>Successful experience of using target setting, data analysis and curriculum innovation to improve performance</p> <p>Ability to analyse performance and articulate reasons behind successful achievement and poor performance and successfully address this</p> <p>Proven ability to set and achieve ambitious, challenging goals and targets</p> <p>Excellent oral and written communication skills</p>	<p>Experience of working with mixed ability groups</p> <p>Able to develop teaching materials</p> <p>Experience of successfully teaching across age and ability range</p> <p>Experience of working with other agencies to enrich the education of students</p> <p>Thorough understanding of the potential of e-learning</p>

	<p>Excellent literacy and numeracy skills</p> <p>Ability to give and receive effective feedback and act to improve own performance and that of others</p> <p>Ability to explain ideas clearly and succinctly</p> <p>Sound user of ICT</p> <p>Ability to be organised and efficient, particularly in regards to lesson preparation, students assessment and record keeping</p> <p>An understanding of pastoral needs of students</p> <p>Ability to maintain a good working atmosphere in the classroom</p> <p>Ability to understand and evaluate data and use this to improve teaching</p> <p>Willingness to be involved with school activities and clubs</p>	
IT skills	Effective use of ICT in teaching and learning	
Personal Attributes	<p>Are enthusiastic and always positive</p> <p>Stimulate and spark others through working in teams</p> <p>Use critical thinking, creativity and imagination</p> <p>Are able and willing to scrutinise their own practice and to make their practice accessible to others</p>	

	Believe they can improve on their previous best	
Other skills	<p>Able to demonstrate a range of teaching styles and skills</p> <p>Able to communicate effectively and clearly both verbally and in written forms</p> <p>Demonstrable knowledge and understanding of current issues in education</p> <p>Sound understanding of what is required to secure effective teaching and learning</p> <p>An understanding of performance and contextual data as tools for raising student development</p> <p>Able to inspire, challenge and motivate students</p>	Experience meeting the needs of students with Special Educational Needs
Specialist Knowledge	<p>A strong understanding of safeguarding issues within an educational environment</p> <p>Ability to demonstrate a commitment to safeguarding and promoting the welfare of children in their care</p>	<p>Training in safeguarding issues</p> <p>Examples of good practice from personal experience</p>
Qualities	Able to establish and maintain strong working relationships across all elements of the role	

Other	<p>Application should be well constructed and legible</p> <p>Should involve few spelling and grammar errors</p> <p>Embrace school policies</p> <p>A desire to improve own skills and willing to undertake professional development activities as appropriate</p>	
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