CIRENCESTER KINGSHILL SCHOOL

JOB DESCRIPTION

POST: HEAD OF ICT / COMPUTING / BUSINESS STUDIES

GENERAL DUTIES

The education and welfare of designated classes of pupils in accordance with the requirements of Conditions of Employment of School Teachers, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work, and any policies of the Governing Body.

To share in the corporate responsibility for the well being and discipline of all pupils.

PRINCIPAL RESPONSIBILITIES

Under the direction of the Assistant Head or Deputy Head:

1. To play a lead role in the delivery and management of ICT/Computing/Business Studies across the school.
2. To be responsible for the planning, delivery and evaluation of timetabled ICT and Computing lessons.
3. Develop BTEC/GCSE Business Studies course to begin delivery in September 2024.
4. To encourage the increased, appropriate usage of ICT in other subject areas.
5. To carry out the annual ICT audit regarding cross-curricular ICT.
6. To support the training of colleagues to increase their confidence in using ICT, both for their own use and with their pupils.
7. To monitor the ICT rooms across the school (in liaison with the IT Systems Manager).

To be Form Tutor of an assigned form and to carry out the related duties in accordance with the general job description of Form Tutor.

OTHER GENERIC JOB DESCRIPTIONS RELATING TO THE POST:
Teacher, Head of Faculty, Form Tutor (See Staff Handbook)

TO WHOM RESPONSIBLE: Assistant Head or Deputy Head, Relevant Head of Year

STAFF FOR WHOM RESPONSIBLE: Teachers of ICT / Computing / Business Studies

This job description may be amended at any time after discussion with you, but in any case will be reviewed before 1.9.24.

Post Holder Sign: …..…….. Date:…….……

Please print your name…….……..……

Line Manager Sign…….…….……. Date:……..……..…….

Please print your name …….……..……

March 2023

Cirencester Kingshill School

GENERIC JOB DESCRIPTION
HEAD OF FACULTY
PLEASE DO NOT AMEND

CORE PURPOSE

- To contribute to the well being and development of Kingshill by the leadership of your faculty within the framework of the aims of the school and its development priorities.
- To secure the continuous improvement of the teaching of your subject(s).
- To produce the highest standards of pupil achievement.
- To ensure that pupils fully develop their knowledge, understanding, skills and abilities within your subject area.

TEACHING, LEARNING AND THE CURRICULUM

- To be responsible for leading the faculty's curriculum planning incorporating whole school policies.
- To establish a vision for your faculty and its contribution to pupils' overall education.
- To establish clear Faculty Development Plans and faculty SEF for the improved delivery of your subject(s) in line with the School Development Plan and SEF and in accordance with the agreed timeline of the Development Cycle.
- To establish curriculum policies and practices for your faculty incorporating the requirements of the National Curriculum and whole school policies.
- To establish clear policies and practices for assessing, recording and reporting pupil achievement and progress in line with whole school policies.
- To ensure that homework is set within your faculty according to the whole school policy.
- To evaluate your faculty's policies and practices and amend where appropriate.
- To be the "lead professional" and by example sustain and raise the standards of pupil achievement and motivation within your faculty.
- To monitor and ensure good behaviour in lessons, within the faculty, by implementing the school's Discipline and Behaviour policy. To insist pupils have high standards of behaviour. To remove a pupil from a class where repeated poor behaviour has been reported and to relocate the pupil for the remainder of the lesson within the faculty as appropriate, or to use on call. To follow up the incident in accordance with the Discipline and Behaviour policy.

MONITORING, EVALUATING AND IMPROVING

- To continuously monitor and evaluate the effectiveness of the teaching of your faculty and take the appropriate action to improve the quality of teaching and learning.
- To monitor and evaluate pupil progress and set clear targets for improvement.
- To monitor, evaluate and support the work of teachers in your faculty.

PEOPLE AND RELATIONSHIPS

- To set high expectations of staff and pupils within your faculty.
- To effectively deploy staff to optimise their abilities.
- To develop effective working relationships with Governors, SLT and other subject leaders and staff.
- To be the lead professional and contribute to the development of your staff through example, coaching, classroom observation, peer support and target setting.
- To provide training and support during the induction of new staff and trainee teachers.
- To encourage and support the further professional development of your staff through relevant INSET and career opportunities within your faculty.
- To advise the SLT about the professional development of your staff.
- To effectively evaluate your faculty's personnel requirements and advise the SLT accordingly.
- To assist in the advertising for and appointment of new staff.
- To devise a suitable responsibility structure within your faculty and ensure that there is effective and appropriate delegation, reviewed annually.

MANAGING RESOURCES

- To establish the resource needs for your faculty and establish priorities for expenditure and allocating those resources, including time, to meet the objectives of whole school and faculty plans.
- To create an effective and safe working and learning environment.
- To organise the efficient use of teaching space.
- To maintain existing resources and develop or purchase new resources in accordance with your development plan and within your allocated budget.
- To be responsible for the maintenance of the fabric, furniture and equipment in your assigned teaching rooms.

ACCOUNTABILITY

- To be accountable for the standards achieved and success of your faculty as judged by agreed performance indicators.

- To report, as required, to the SLT, Governing body and parents on pupils' progress and achievement and strategic plans for the faculty.

LINE MANAGER: Deputy Head or Assistant Head

***TO WHOM RESPONSIBLE*:** Deputy Head or Assistant Head

PEOPLE RESPONSIBLE FOR: All staff within the faculty

CONDITIONS OF SERVICE: Cirencester Kingshill School complies with the 'Conditions of Service for School Teachers in England and Wales' (The Burgundy Book) and with the School Teachers' Pay and Conditions Document, and requires teachers employed by the school to do the same. (A copy of each of the books mentioned above is available from the Head of Personnel).

Post Holder Sign: …..…….. Date:……...……

Please print your name…….……

Line Manager Sign…….……. Date:…….…….…….

Please print your name ……..…...…

April 2022