Salendine Nook High School ACADEMY

Head of ICT and Computing
Job Description

September 2024

1. Introduction

Under the reasonable direction of the Principal, the post holder will carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions document. Raise standards of student attainment and achievement within ICT / Computing.

Reporting to: SLT

2. Teaching responsibilities

- To teach ICT / Computing to groups of students from all abilities across years 7 – 11.
- To ensure that all lessons are planned with clear learning intentions.
- To ensure that all lessons are delivered in line with the departmental schemes of work and school policies.
- To take into account the differing ability lessons of students and differentiate work accordingly.
- To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.
- To ensure that all students are known by name and that the classroom atmosphere is positive at all times.
- To encourage and foster intellectual curiosity.
- To deal with inappropriate behaviour quickly and effectively according to the school behaviour policy.
- To check that all subject matter is effectively communicated and understood by all groups of students.
- To set appropriate tasks and challenges for homework according to the published timetable and ensure that it is regularly marked with constructive feedback.
- To keep careful records of student progress in line with departmental and school policy.
- To ensure that there is a high standard of display work in the classroom, which is changed frequently.
- To keep work areas tidy and well organised.
- To attend scheduled meetings in the ICT / Computing department and school.
- To work with colleagues in the ICT / Computing department to formulate plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of SNHS.
- To ensure that all work in the ICT / Computing department reflects the distinctive ethos of SNHS.
- To help develop ICT / Computing resources for the department's shared work area.
- To participate in ICT / Computing events such as trips and primary liaison.

Aspiration, Unity, Achievement

Principal: Mr D. Christian, MA (Ed), BSc (Hons)

3. **Leadership and Management Responsibilities:**

- Curriculum Rationale for ICT / Computing
- long term plans
- Learning journeys
- SoW development
- Maintaining up-to-date website information for the department
- Staff loading charts and allocation of classes
- Coordinate intervention plans and resources
- Co-ordinate after school revision session.

Assessment and performance data analysis:
- Overview of assessment across Yr7 – 11.
- Coordinating assessment calendar for KS3 and KS4 for all Assessment Points
- Leading the management of end of topic tests (deeper marking tasks)
- Standardisation and moderation of major assessments (e.g. Mocks)
- QA Assessment, moderation and standardisation at KS3
- SIMs marksheets - liaise with Data Manager

Teaching and Learning:
- Oversight of Staff CPD (ensuring appropriate staff receive appropriate additional training and development opportunities)
- Maintenance of CPD budget
- Set changes at KS4

Administration:
- Budget holder – overall management of capitation. Appropriate division of the KS4 and KS3 budget
- Stock control, organisation and distribution of consumables

People Management / Line Management:
- Line management of second ICT teacher
- Analysis of performance of classes – support and challenge through effective line management
- Prompt handling of all complaints. Referral system / escalation to SLT link where patterns emerge
- Early communication and intervention / support where problems emerge in quality of education provision
- Co-ordinate Learning walks / book checks in line with calendar and policy
- QA Book checks by other leads
- Overview monitoring that staff are adhering to record keeping
- Staff wellbeing and workload evaluation. Mechanism for reporting concerns about workload or wellbeing – early intervention.

4. **Staffing**
- To continue own personal development in accordance with the school's Performance Management cycle.
- To undertake Performance Management according to the school's PM schedule.

- To set appropriate work for classes within ICT / Computing during any periods of planned absence and make sure that the work is thoroughly reviewed on return.
- To support teamwork within the ICT / Computing department.
- To participate in the school's ITT programme if required.
- To act as a positive role model and promote the aims, values and ethos of the school and uphold all rules and policies.
- To carry out the normal duties of teachers as set out in the Teachers' Pay and Conditions document.
- To read and adhere to all procedures as set out in the Staff Handbook.
- To carry out a share of supervisory duties in accordance with normal school schedules.
- To participate in appropriate meetings with colleagues and parents.
- To carry out any other duties which may be reasonably required by the Principal.
- To enforce the school's behaviour and uniform policies on a daily basis.

5.   Management Information
- To ensure the maintenance of accurate and up-to-date information on all classes taught.
- To make use of analysis and evaluation of student data.
- To identify and take appropriate action on issues arising from data, systems and reports.
- Produce reports for the department on assessment data, including examination data.

6.   Communication
- To ensure effective communication and consultation with parents and carers of students.
- To liaise with other schools, higher education, industry, local community groups etc. as appropriate.
- To contribute to the delivery of the ICT / Computing liaison activities.

7.   Pastoral responsibilities
- To act as a Form Tutor and carry out all of the responsibilities linked with that role.
- To monitor and support the overall progress and development of students within your Tutor Group.
- To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
- To contribute to the delivery of Keeping Safe activities (pastoral tutor time).

8.   School ethos
- To play a full part in the life of the school; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the school's policies at all times.
- Comply with the school's Health and Safety Policy / Safeguarding Policy at all times.

To carry out other such duties reasonably associated with the role as directed by the Principal.