Second in Area: ICT & Business
Job Description

Additional Remuneration   TLR 2.2

Managed by   The designated line manager: Head of ICT &
                                     Business

Team led by the post holder   All teaching and support members who deliver ICT &
                                     Business

Key Purpose
In line with national standards for subject leaders, the Second in Area for ICT & Business will provide professional leadership and management for the delivery of ICT & Business to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. He/she will provide support for the leadership and direction for the team and ensure that it is managed and organised to meet the aims and objectives of the school and the area.

The Second in Area for ICT & Business has responsibility for securing high standards of teaching and learning in ICT & Business as well as playing a role in the development of school policy and practice. Throughout their work, he/she will ensure that practices improve the quality of education provided, meet the needs and aspirations of all pupils, and raise standards of achievement in the school.

The Second in Area for ICT & Business will play a role in supporting, guiding and motivating teachers of the subject, and other adults. He/she will evaluate the effectiveness of teaching and learning, progress towards targets for pupils and staff, to inform future priorities and targets for the subject. He/she will monitor the work of the area, including through observation of teaching and learning, and will evaluate its effectiveness, identifying areas for improvement. These will be considered in relation to the overall needs of the school.

The Second in area for ICT & Business will have an understanding of how their subject contributes to school priorities and to the overall education and achievement of all pupils. This will include the liaison with external providers around health and wellbeing; looking at the content and structure of assemblies; and embracing the work around pupil voice.

The Second in area for ICT & Business will promote and safeguard the welfare of children.

Job description
Generic Responsibilities
In addition to the duties of a classroom teacher, the post holder is accountable for
- leading, managing and developing the curriculum area of IT, Computing and Business,
- planning Schemes of work and notification to staff
- coordination of Curriculum Enrichment days and external providers
- the educational progress of all pupils in the area,
- leading, developing and enhancing the teaching practice of other staff in the area.

Main areas of responsibility and accountabilities

To ensure high standards of teaching and learning in lessons:

- To provide a good role model for other teachers by consistently delivering lessons which are good or better
- To be responsible for the teaching approaches used within the team, developing and selecting appropriate resources and advising on classroom management and pedagogy
- To carry out regular lesson observations and other self-evaluation activities in line with the school's self-evaluation system
- To lead the area's curriculum planning, incorporating whole school policies for cross curricular elements, and ensuring good teaching and learning is supported by a full scheme of work which is in line with school policy
- To ensure that appropriate work is provided when colleagues are absent from school
- To promote interest and involvement in the area through additional activities such as presentations, competitions, trips and extra-curricular experiences, as appropriate
- To ensure that there is a positive climate for learning in the area, which meets the needs of all pupils, and that there are effective support systems in place which secure high standards of pupil behaviour, in line with school policy
- To have high expectations of the pupils and of the team
- To ensure that marking, assessment, recording and reporting is carried out to high standards and takes place in line with agreed school policy
- To engage in the analysis of relevant data to identify areas of strength and areas for improvement
- To share with the school timetable, decision making on the organisation of the teaching of IT, Computing and Business
- To share with the examinations administration team, responsibility for the organisation and conduct of internal and external examinations in ICT & Business or related qualification.

To ensure effective performance management of the team:

- To lead, develop, enhance and improve the work of all the members of the team, including induction and support of new staff
- To monitor, record and evaluate the work of the team, including self, using a variety of means, including lesson observation, according to the policy of the school
- To alert the relevant member of the Leadership team where questions of capability arise, and to share
- responsibility for the support of the member of staff and the collation of appropriate evidence

To develop and maintain your own knowledge, skills and expertise:

- To continually develop an up to date knowledge and understanding of area teaching, national initiatives and priorities for ICT & Business and for schools in general, pedagogy, classroom management, ICT & Business relevant research and inspection findings
- To remain well informed as to statutory requirements in schools
- To demonstrate an active commitment to your own professional and personal development

To play a role as a middle leader in the whole school:

- To contribute to the development of the whole school improvement plan, school policy, and to support the

values and aims of the school, school policies and ethos
- To ensure the work of the area contributes to whole school priorities and initiatives
- To liaise with other members of staff, feeder schools and external agencies as appropriate
- To lead annual improvement planning for the area according to the annual planning cycle, making appropriate requests for resources and managing any resources allocated efficiently and for the good of the pupils
- To be accountable to governors, parents and pupils for the quality of work in the area, writing reports and
making presentations as appropriate.

To act as a second lead in the management of the Area team:
- To participate in selection procedures for new staff
- To ensure that all members of the team have the opportunity to take responsibility for an aspect of the area's work through appropriate delegation and support
- To develop individual members of the area and the team through coaching and mentoring appropriate
- To promote the development of support staff working within and with the area (such as Teaching Assistants, Cover Supervisors, Heads of House, Technicians and Librarians)
- To provide evidence to support judgements made on staff performance in line with the school's Initial
Teacher Training practices, teacher induction policy, performance management policy, pay policy and
capability procedures
- To ensure all members of the team are well informed of school policies and developments, and that any
agreed policies or procedures are implemented within the work of the team
- To represent the views of the team at appropriate meetings
- To organise the work of the area so that school and area deadlines are met
- To motivate and support members of the team, ensuring commitment and common purpose, keeping morale high and providing for them a sense of enjoyment and achievement in their work
- Chairing area meetings and keeping accurate minutes; sharing these with the appropriate member of the
Leadership Team.

To be accountable for the attainment of pupils in ICT & Business:
- To ensure the pupil outcomes at Key Stages 3, 4 and 5 demonstrate that they have made good progress
whilst in the school
- To ensure that on transition from Year 6 to Year 7, pupils are provided with appropriate guidance and
- challenge so that they continue to make progress from their Key Stage 2 summative level
- To ensure that pupils new to the school are assessed quickly and provided with appropriate teaching and
learning experiences such that they make progress from their initial level to meet targets set in line with
school policy
- To be accountable for the individual learning needs and the progress made of all pupils in the area,

including the identification and collation of related evidence for pupils causing concern, ensuring that the
relevant staff participate in the writing of group or individual learning plans and report as requested to inform statutory and other reviews
- To ensure that pupils who are absent from school for longer than a few days illness, or who are excluded,
are provided with appropriate work which is then marked and assessed

To ensure that the accommodation and resources of the area are well managed:
- To manage the area rooms and corridors so that they are attractive, conducive to learning, in good order and safe with up-to-date risk assessments, as appropriate
- To maintain an inventory for valuable goods, and to maintain and deploy area resources efficiently and
effectively
- To ensure that the area delivers value for money
- To be aware of health and safety issues in the work of the area and of the school, and to ensure the members of the team act accordingly
- To ensure that examination entries accurately and inclusively reflect pupils' potential.