



# West Park

*'A caring school where we put pupils and their achievement first'*

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## **JOB DESCRIPTION**

Job Title: Second in ICT  
Reports to: Head of ICT  
Salary: Main or Upper Pay Scale plus TLR 2

### Key Purpose of the Job

In addition to those professional responsibilities which are common to all teachers the postholder will: assist the Head of Department in providing professional leadership to the team of teachers and support staff in the department in order to raise attainment by ensuring that the teaching of the subject and pupils' learning within the subject is of the highest quality

### Key Responsibilities

1. Assist the Head of Department in developing innovative approaches to the teaching of the subject which enhance pupils' learning and provide the best opportunity for achievement for all students
2. Assisting the Head of Department in leading departmental review, planning and self evaluation; ensuring that procedures are in place to monitor the quality of teaching and learning and the overall performance of the department in order to improve learning and raise attainment
3. Assisting the Head of Department in managing the resources of the department in accordance with the school's financial procedures and supervising the use and care of resources and teaching areas assigned to the department, including adherence to Health and Safety Regulations
4. Assisting the Head of Department in ensuring that appropriate performance management procedures are undertaken in the department, including leading a programme of continuous professional development designed to enhance the working practice of staff
5. Contributing to discussions on the development of subject practice and to discussions as part of the school's consultation process

### Current Specific Responsibilities

To be discussed with the successful candidate

### Review of Duties

The key purpose, key responsibilities and specific responsibilities of the job are subject to review and may, after discussion with the post holder, be revised.