

Job Description - Subject Leader ICT

Job Purpose

To lead the ICT department, inspire, encourage and empower both your teaching team and our pupils to achieve to their highest potential in ICT; to deliver a stimulating curriculum and ensure high standards of achievement in ICT.

Specific Responsibilities

Teaching and Learning

Consistently high-quality teaching is the aim of every teacher and the entitlement of every pupil. Teachers should:

- Formulate the annual department improvement plan and ensure that the planning activities of the department reflect the needs of the pupils in the ICT subject areas.
- Lead the curriculum development for the whole department
- Foster a collaborative, effective and supportive departmental team.
- Have a deep and secure knowledge of their subject and the pedagogy associated with its teaching.
- Support every pupil (regardless of ability) in their learning, making them feel included, secure and valued.
- Be consistent, fair and create an atmosphere of mutual trust and respect.
- Be aware of the learning needs of the pupils they teach and ensure that each pupil is given every opportunity to fulfil her potential.
- Plan and offer guidance on schemes of work for ICT.
- Monitor progress against prior attainment and employ effective intervention strategies when required.
- Plan lessons carefully and keep a record of their planning.
- Be aware of new teaching methods, particularly in the digital environment, and have a willingness and eagerness to put these into practice.
- Undertake the preparation, marking and assessment, in line with the School policies, required to ensure that pupils achieve the highest possible standards.
- Co-ordinate setting and marking of internal school exams.

Pastoral

St Bede's Catholic Academy is committed to safeguarding and promoting the welfare of children and teachers are expected to:

- Conduct themselves in an appropriate professional manner at all times and support and foster the aims the school.
- All staff are required to be a Tutor if requested to carry out that role. The role of the Tutor is academic, pastoral and administrative. The Tutor has oversight of his/her



tutees' general well-being and academic progress and is the main point of contact for parents.

- Ensure high standards of pupil/teacher relationships and pupil attitudes to learning.
- Adhere to the correct safeguarding procedures at all times, liaising as necessary with the Designated safeguarding lead.
- To monitor student attendance together with pupils' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
- To contribute to PSHE, and RSE according to school policy.

General

- Prepare and manage the departmental budget.
- Contribute to the organisation and running of enrichment activities and to other aspects of school life drawing on their own interests and enthusiasms.
- Uphold the School's code of conduct and the values of St Bede's Catholic Academy.
- Maintain good order and discipline amongst pupils and be active in implementing the School's policies on rewards and sanctions.
- Attend formal parents' evenings and communicate with parents, at other times, as necessary.
- Attend staff and departmental meetings as required.
- Undertake supervisory duties as required.

Professional Development

- Work with appropriate senior staff to ensure that staff development needs are identified and that appropriate CPD programmes are designed to meet such needs.
- Contribute, as appropriate, to departmental policies, schemes of work, digital learning and other resources as well as development planning.
- Attend relevant CPLD training.
- Manage in the annual performance management review process

Recruitment / Deployment of Staff

- To be responsible for the efficient and effective deployment of the department's staff.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the relevant staff to secure appropriate cover.
- To participate in the selection process for teaching posts within the ICT department.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance





OUR LADY OF LOURDES

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- To ensure effective operation of quality control systems.
- To establish a process of setting targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles.
- To contribute towards the school procedures for lesson observation.
- To monitor and evaluate the curriculum in line with school procedures including evaluation against agreed quality standards and performance criteria.
- To seek / implement modification and improvement where required.



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