

Job Description

Job Title:	Subject Lead of IT & Business
Hours:	Full time
Salary:	TMS/ UPS + TLR 2A
Responsible To:	Head of Faculty/ Deputy Headteacher



Job Purpose

- To undertake the role of Subject Leader of IT and Business
- To contribute to an appropriate environment for student learning by providing the strategic leadership and management of IT and Business
- To secure high levels of engagement with staff, students, parents and the wider learning communities

Main Task and Responsibilities

Teaching and Learning

- The provision of high quality curriculum, teaching and learning across a range of programmes and the delivery of associated assessment, administration and support for learning.
- To teach students according to their educational needs
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required by School and Curriculum Team policy.
- To provide, or contribute to assessments, reports and references relating to individual students and groups of students
- To ensure that literacy and numeracy are reflected in the teaching/learning experience of students.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the School's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum team and College procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required in line with both the School's feedback policy and the policy of any Curriculum Team the post holder is working within
- To assist in the development and implementation of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Team
- To contribute to the Curriculum Team's improvement plan and its implementation
- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's vision.

Staffing

- To take part in the School's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching pedagogy
- To engage actively in the Appraisal Review process
- To ensure the effective/ efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the college

Tutor

- To assist the pastoral team in monitoring and developing the personal and social development of all student in a given tutor group
- Monitor and develop the personal and social development of all students in a given tutor group

Other Specific Duties

- To play a full part in the life of the School Community, to support its distinctive vision and values and to encourage staff and students to follow this example
- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside the school
- To take part in marketing and liaison activities such as Open Evenings, Parents Evening and liaison events with partner schools
- To contribute to the development of effective subjects links with external agencies
- To contribute to the process of the ordering and allocation
- To promote actively the school's policies
- To continue personal development as agreed
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Postholders will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Post holders are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but following consultation with you, may be changed by leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification	Essential	Desirable
Qualifications		
Educated to Degree level or equivalent	X	
Qualified Teacher Status	X	
Experience		
Experience of successful and innovative teaching in Key Stage 3 and 4	X	
Have excellent ICT skills	X	
Evidence of commitment to extended learning for students beyond the classroom	X	
Experience of implementing systems and processes to monitor and evaluate learning and teaching	X	
Active involvement in the promotion of equal opportunities	X	
Experience of mixed ability teaching at GCSE & A Level in IT & Business		X
Knowledge of the Ofsted Framework		X
Potential to be an outstanding classroom practitioner		X
Experience of working with parents and external agencies		X
Experience of safeguarding	X	
Skills		
A passion for the subject(s), knowledge and skills to inspire students	X	
Demonstrate excellent interpersonal and communication skills	X	
Ability to inspire, challenge, empower and motivate others	X	
High expectations of self and others	X	
Excellent organisation skills	X	
Ability to creatively problem solve	X	
Ability to analyse data effectively to assess performance	X	
Ability to work hard under pressure while maintaining a positive, professional attitude	X	
Ability to organise and prioritise workload and work on own initiative	X	
Leadership of sustained whole school teamwork	X	
Commitment to engage with parents in order to encourage their close involvement in the education of their children	X	
Commitment to personal career development	X	