

North Cornwall Learning Trust
Sir James Smith's School
Job Description

Job Title:	Subject Leader for Computing & ICT
Starting date:	1 st September 2023
Grade:	TMS/UPS plus TLR 2.1
Hours:	Full Time
Responsible to:	Assistant Headteacher – Curriculum (AHC)
Responsibility for:	Teaching staff working wholly within the subject Non teaching staff working full time in the subject

Important Functional Relationships Internal: SLT, other subject leaders, staff, students, Governors.
External: Parents, Governors, Trustees and consultants, staff of partnership schools

Main Purpose of Job: Lead learning and teaching in the subject across the Key Stages and to be the key advocate for the promotion of Computing. Ensure progress and attainment outcomes reflect student's ability.

Main Duties and Responsibilities:

You are to carry out the duties of your post as specified in the current national pay and conditions document. In particular, you will be expected to implement and promote whole school policies and ethos in class and around the school.

You will:

Teach your subject as required by the school timetable.

Monitor, mentor and support a tutor group of individuals and maintain close communication with their parent/carer.

Your specific responsibilities as Subject Leader are:

- Promote effective learning in ICT.
- Use data, observation and school monitoring procedures to set expectations and targets for students in relation to standards of pupil achievement, and the quality of learning.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil progress and achievement. Ensure that information about pupils' achievements in previous classes and schools is used effectively to secure good progress in the subject.
- Monitor the delivery of individual full time teacher performance target within the subject and provide brief termly reports to the line manager.
- Undertake the line and performance management of teaching and non teaching member/s of staff assigned to your subject, conducting regular reviews, liaising with the AHC, and monitoring progress toward targets. Make recommendations based on annual review to the Headteacher for the Governors Pay Review Committee.
- Ensure that teachers of your subject contribute to the curriculum coverage, continuity and progression in the subject for all pupils, follow the agreed schemes of work and match work well to pupils' needs, including those of high ability and those with special educational needs.

- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the subject. Establish, monitor and evaluate subject plans.
- Establish staff and resource needs and advise the AHC of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans and achieve value for money.
- Deploy, or advise the SENCO on the deployment of staff involved in working with pupils with SEND to ensure the most efficient use of teaching and other expertise.
- Organise and co-ordinate the deployment of learning resources, including information and communications technology, and monitor their effectiveness.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils.
- Evaluate the teaching of the subject in the school, use this analysis to identify effective practice and areas for improvement and, working with the Senior Leadership Team, take action to improve further the quality of teaching.
- Liaise with other subject leaders to create cross curricular learning opportunities within and beyond school.
- Contribute to assemblies where relevant.
- Liaise with the Exams Officer at various points throughout the school year to ensure accurate and timely exam entries.
- Liaise with teachers in partner primary schools and other local secondary schools as part of a strategic engagement plan agreed with the Senior Leadership Team.
- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets. Also to contribute to Parent Information Evenings.
- Develop effective links with the local community, including business and industry, in order to extend the subject, enhance teaching and develop the pupils' wider understanding.

The school will provide support for professional development but you are expected to be responsible for and proactive in your own professional planning and to keep a portfolio of evidence of your experiences and achievements.

This job description may be reviewed at the end of any academic year, or earlier if appropriate.

<p>Experience and Qualifications: The person appointed will have:</p> <ul style="list-style-type: none"> • Qualified Teacher Status. • A good IT or related honours degree. • Taken every opportunity to gain teaching experience. • Prepared themselves through appropriate INSET for a leadership and management position. • A proven successful teaching record. • Held responsibility for or contributed to curriculum initiatives either within a team or across the school. • Worked in at least one other school. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
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