



**A member of INOVA Multi-Academy Trust**

	<b>JOB DESCRIPTION</b>
<b>SCHOOL</b>	<b>FORGE VALLEY SCHOOL</b>
<b>POST TITLE</b>	<b>SUBJECT LEADER - ICT</b>
<b>SALARY</b>	<b>MPS/UPS + TLR2b</b>
<b>RESPONSIBLE TO</b>	<b>SLT/HEAD OF SCHOOL</b>
<b>RESPONSIBLE FOR</b>	
<b>PURPOSE OF JOB</b>	<b>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils and ensure delivery of high-quality teaching and learning for which the teacher is accountable.</b>

## **JOB DESCRIPTION FOR POST OF: - SUBJECT LEADER ICT**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of INOVA Multi-Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.**

#### **1. Planning, Development and Co-ordination**

1. To set challenging teaching and learning objectives which are relevant to all pupils in their classes
2. To use teaching and learning objectives to plan lessons and sequences of lessons showing how this will assess pupils learning
3. To select and prepare resources, and plan for their safe and effective organisation, taking into account pupils' interests and their learning needs, language and cultural backgrounds, with the help of support staff where appropriate.
4. To contribute to teaching team, meetings and events.
5. To plan for the deployment of any support staff who are contributing to pupils' learning.
6. To plan opportunities for pupils to learn in out of school contexts.
7. To produce long and short term planning in accordance with school policy and procedures and within required deadlines.
8. To implement and review the subject development plan in conjunction with the Senior Leadership Team and/or line manager.
9. To develop and audit schemes of work and other documentation related to the teaching of your subject within school and to support cross-curricular delivery including subject support for colleagues to enable curriculum requirements to be met.
10. To develop strategies to promote new teaching methods and improve learning throughout the school and monitor their effectiveness in raising standards of teaching and learning.
11. To lead or contribute to professional development activities as part of the planned programme for the school and to promote the sharing of good practice.

12.To manage the resources available to you within your subject and make recommendations in order to maintain and develop curriculum provision.
13.Establish staff and resource needs, determine priorities for expenditure and allocate available resources with maximum efficiency to meet school and department objectives

## **2. Monitoring and assessment**

1. To make appropriate use of the school's monitoring and assessment strategies to evaluate pupils' progress towards planned learning objectives.
2. To use monitoring and assessment information to improve planning and teaching.
3. To monitor and assess the effectiveness of learning activities and provide immediate and constructive feedback to support pupils as they learn.
4. To involve pupils in reflecting on, evaluating and improving their own performance and progress.
5. To assess pupils' progress accurately against appropriate standards.
6. To identify and support pupils with differing levels of ability and those experiencing behavioural, emotional, and social difficulties.
7. To identify the levels of attainment for pupils' learning English as an additional language and identify learning activities to provide cognitive challenge as well as language support.
8. To record pupils' progress and achievements systematically, providing evidence of the range of their work progress and attainment over time to inform planning.
9. To report on pupils' attainment to parents, carers, other professionals and pupils as appropriate.

## **3. Teaching and Class Leadership**

1. To have high expectations of pupils and build successful relationships centred on teaching and learning.
2. To establish a purposeful learning environment where diversity is valued and where pupils feel safe, secure and confident.
3. To teach the required or expected knowledge, understanding and skills relevant to the curriculum for pupils in their age range.
4. To teach clearly structured lessons or sequences of work which interest and motivate pupils, make learning

objectives clear, employ interactive teaching methods and collaborative group work, including the use of ICT.
5. To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
6. To differentiate teaching to meet the needs of pupils of all ability ranges taking into account varying interests, experiences and achievements of boys and girls and different cultural and ethnic groups to help them make good progress.
7. To organise and manage teaching and learning time effectively.
8. To organise and manage the physical teaching space, tools, materials, texts and resources safely and effectively with the help of support staff where appropriate.
9. To set high expectations for pupils' behaviour and establish a clear framework for classroom discipline in line with school policy to anticipate and manage pupils' behaviour constructively and promote self-control and independence.
10. To use ICT effectively in delivery of teaching and learning.
11. To take responsibility for teaching a class or classes over a sustained and substantial period of time.
12. To provide homework and other out-of-class work which consolidates and extends work carried out in the class and encourages pupils to learn independently.
13. To work collaboratively with other professionals and manage the work of support staff to enhance pupils' learning.
14. To recognise and respond effectively to equality issues as they arise in the classroom, challenging stereotyped views, bullying and harassment in accordance with school policy and procedures.
15. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. To attend and participate in regular meetings.
17. To participate in training, continuous professional development and other learning activities as required including participation in the school's performance Leadership arrangements.
18. To undertake regular self-evaluation to ensure high standards of teaching and learning are maintained.
19. Ensure that all teachers are line managed effectively and receive a high level of support and challenge in line with school policy. This will include the effective

implementation of the school's Appraisal & CPD Policy within the department
20.Ensure that all examination board requirements including moderation of coursework are carried out to a high professional standard
21.Ensure that all statutory requirements relating to the subject are met
22. Ensure curriculum coverage, continuity and progression for all students including those in receipt of the Pupil Premium, with SEN and the more able
23.Set and lead the strategic development of the department within the context of whole-school development planning and oversee subject action plans that are led by rigorous self-evaluation

#### **4. Specific duties relating to this post**

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- 5.** The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.
- 6.** This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

## **PERSON SPECIFICATION**

### ***Post - Subject Leader of ICT***

<b>Requirements</b>	<b>Essential or Desirable</b>
<b>QUALIFICATIONS</b>	
Qualified Teacher Status / ICT degree	<b>E</b>
Evidence of participation in professional development or study	<b>E</b>
Aspiring Middle Leader or other relevant qualification.	<b>D</b>
<b>EXPERIENCE</b>	
Successful teaching experience in a secondary school across all three key stages	<b>E</b>
<b>KNOWLEDGE</b>	
Knowledge of the National Curriculum requirements (KS3 + KS4) in the subject(s) area	<b>E</b>
Understands and is familiar with teaching and learning strategies.	<b>E</b>
<b>SKILLS/ABILITIES</b>	
Teaching to a high standard	<b>E</b>
Relates to and motivates pupils	<b>E</b>
Works well within and contributes to team development	<b>E</b>
Understands and values the processes of planning and tracking as an aid to raising standards	<b>E</b>
Good classroom management	<b>E</b>
Evidence of a commitment to an equal opportunities policy both in service delivery and employment	<b>E</b>
Understands the importance of ensuring the health & safety of pupils	<b>E</b>