

Job Description

Head of Computing/ICT with responsibility for IT across the curriculum.

Location

St Marks Academy

Contract term

Permanent

Full time/term time

Full time Permanent

Pay range

Main Teachers Pay Scale (TLR dependent on experience)

Reporting to

Vice Principal

Overall Purpose

- To design and implement an innovative computing and ICT curriculum to ensure that students are digitally literate and equipped for 21st Century careers.
- To plan and deliver outstanding, high quality and exciting lessons in Computing/ICT.
- To lead a manage the Business department ensuring an enriching and engaging curriculum offer is in place.
- To challenge educational and social disadvantage by achieving the highest possible standards and preparing all our students to lead successful lives.
- To be a values driven practitioner who is passionate about working in an inclusive Christian community
- To provide strong, strategic leadership for Computing and ICT and be accountable for the quality of teaching, learning and educational outcomes in this department
- To instigate, lead and develop an innovative approach to Computing and ICT lessons that will stimulate all students to achieve their full potential
- To develop and implement a creative curriculum in Computing and ICT and ensure the delivery of a high-quality Computing and ICT provision in all curricular and extra-curricular activities
- To ensure that success within the department is celebrated
- To lead on the development of ICT across the curriculum to ensure that students are confident with the use of technology and are digitally literate and proficient in the use of whole school systems such as MS Teams.
- To work collaboratively with other departments to support the use of ICT across the curriculum.

Key Duties



- To work as part of a successful Computing, ICT and Business Team.
- To teach Computing/ICT to students as part of a broad and balanced curriculum.
- To bring a range of digital skills to the Academy
- To run an exciting Enrichment programme within the Computing/ICT department.
- Work alongside others Heads of Department to create and develop opportunities for cross curricular collaboration within Computing/ICT and beyond.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Facilitate the exceptional progress and well-being of any individual or group of students; target individual students' needs in lessons.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Ensure effective use of formative and summative assessment to drive planning and interventions.
- Provide feedback that moves learning forward.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Ensure that homework is set, where appropriate, and monitored.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.
- To provide strong, strategic leadership for a subject curriculum area and be accountable for the quality of teaching, learning and educational outcomes in this department.
- Strategic overview of links with art organisations, universities and other cultural partners.
- Oversight, management and co-ordination of additional staff within the Art Department.
- Development and monitoring of a suitable Enrichment programme in the Art department.
- To ensure that success within the department is celebrated.
- To offer artistic support at whole school events during the liturgical calendar and celebration events.

Knowledge and Expertise

- Have an excellent knowledge of and infectious enthusiasm for the subject.
- To have an in-depth experience of working with young people across Computing and ICT.

- To be passionate about developing their pedagogy and responsive teaching methodology.
- Maintain an up to date knowledge of curriculum development, including qualifications and examinations, for their subject area.

Developing a Vision and Shaping the Future

- Support the Computing, ICT and Business Team to develop a vision of how they will raise aspiration and achievement across the Academy
- Support the development of the Computing/ICT curriculum materials, including schemes of work, that meet the needs of learners and enable students to enjoy and achieve
- Support the Computing, ICT and Business Team to promote the opportunities that the Computing brings to the academy, including developing enrichment opportunities such as after-school classes and trips and visits.
- Development of a vision of how the curriculum area you are responsible for will raise aspiration and achievement both within the academy and the wider community
- Developing and leading action plans to enable this vision to happen.
- Leading the development of curriculum materials, including schemes of work that meet the needs of learners and enable students to enjoy and achieve.
- Promoting the opportunities your curriculum area brings to the academy, including developing enrichment opportunities such as after-school classes and trips and visits.
- To lead on the development of ICT across the curriculum to ensure that students are confident with the use of technology and are digitally literate.
- To work collaboratively with other departments to support the use of ICT across the curriculum.

Working as Part of a High Performing Team

- Lead a high performing team that raises aspiration and achievement
- Model effective team behaviours to support the above
- Identify professional development needs and seek opportunities to address them and be open and driven to continual professional development.
- Lead and develop a high performing team of teaching and support staff within your department that raises aspiration and achievement
- Model and encourage effective team behaviours to support the above.
- Identify professional development needs for both the team and individuals and seek opportunities to address these needs.

Tracking and Intervention

- Ensure that effective assessment of learning is taking place within the classroom
- Maintain tracking systems for aspects of the curriculum area which inform academy assessment and data collection procedures.

- Track and monitor student performance within aspects of the curriculum area, including analyses of examination results.
- Identify causes for concern and put in place appropriate intervention to raise achievement

Communications

- Develop and maintain appropriate routes of communication with students, staff and parents
- Ensure that high quality, stimulating displays are maintained in classrooms and corridors within the curriculum area
- Maintain current curriculum information on the academy website and TEAMS.
- Take part in the academy assembly programme through the organisation of regular curriculum-led assemblies

Day-To-Day Management

- Maintain the smooth day-to-day running of the curriculum area, including oversight of staff absence and cover
- Develop and maintain a departmental handbook to ensure the smooth running of the department area
- Manage resources within the department area, including deploying a budget to develop the curriculum area

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.

- The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- Staff in schools' work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.