



JOB DESCRIPTION: HEAD OF ICT AND COMPUTER SCIENCE

Salary

The post carries a TLR 2B allowance of £4441 in addition to the post holder's substantive salary.

Line of responsibility

The head of department is directly responsible to an Assistant Principal.

Line management

The head of department is responsible for the performance of all staff within the department, including acting as team leader within the school's appraisal scheme.

Job content

Strategic purpose

The head of department will play a major role, under the direction of the leadership team, in establishing the aims and objectives of the department to reflect the overall aims and objectives of the school and in implementing appropriate policies and procedures to ensure the achievement of these objectives. S/he shall lead the staff appraisal arrangements within her/his department and set challenging targets to ensure that staff are motivated to deliver education to the highest possible standard in accordance with the objectives included within the school's development plan.

Core responsibilities

- S/he shall have overall responsibility for all teaching and learning within the department.
- S/he shall ensure, through the effective operation of assessment, recording and reporting systems that all pupils within the department meet agreed targets, both individually and across the department, and shall ensure that schemes of work include provision for personalised learning.
- S/he shall ensure that all members of the department are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the department is adequately resourced to fulfil its function within the school.
- S/he shall keep abreast of national strategy and developments impacting on her/his subject area/s and ensure information is communicated to the department and whole-school staff, and the department is responsive to such developments.
- S/he shall oversee the preparation of schemes of work and lead, develop and enhance the teaching of other teachers within the department.
- S/he shall work within the school's professional development programme to ensure that s/he and the members of the department keep their knowledge and expertise up to-date.
- S/he shall represent the interests of the department within the wider management of the school, and participate in any collaborative arrangements with other schools which may benefit the development of the department.
- S/he shall manage the departmental/ budget/s and ensure value for money in resourcing the department.
- S/he shall contribute as appropriate to whole-school initiatives such as induction days and shall encourage extra-curricular activities and educational visits within the school guidelines.

- S/he shall be responsible for all aspects of health and safety within her/his department.
- S/he shall attend heads of department meetings.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.

HEAD OF ICT AND COMPUTER SCIENCE: PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> Degree. Qualified teacher status. A continued commitment to own professional development. Teaching experience within the designated age range. Of child-safeguarding issues and successful use of measures that promote and ensure the safe-guarding of children. Excellent knowledge of subject area. 	<ul style="list-style-type: none"> Further relevant professional studies. Experience of more than one key stage. Management experience in subject area or a key stage. 	Application form Certificates References
Set high expectations and inspire, motivate and challenge all students, in ICT department, by:		
<ul style="list-style-type: none"> Establishing a safe and stimulating environment for students, rooted in mutual respect. Setting goals that stretch and challenge students of all backgrounds, abilities and dispositions. Demonstrating consistently, the positive attitudes, values and behaviour which are expected of students. 		Application form Letter of application References Interviews
Promote good progress and outcomes by students in ICT department by:		
<ul style="list-style-type: none"> Being accountable for students' attainment, progress and outcomes. Being aware of students' capabilities and their prior knowledge, and 	<ul style="list-style-type: none"> Demonstrating knowledge and understanding of how students learn and how this impacts on teaching. 	Application form Letter of application

Essential	Desirable	Evidence
<p>plan teaching to build on these.</p> <ul style="list-style-type: none"> Guiding students to reflect on the progress they have made and their emerging needs. Encouraging students to take a responsible and conscientious attitude to their own work and study. 		<p>References</p> <p>Interviews</p>
Demonstrate good subject and curriculum knowledge, especially in relation to ICT and Computer Science by:		
<ul style="list-style-type: none"> Having a secure knowledge of ICT subject(s) and curriculum areas, fostering and maintaining students' interest in the subject, Demonstrating a critical understanding of developments in the ICT and Computer Studies curriculum areas. 	<ul style="list-style-type: none"> Demonstrating an understanding of and taking responsibility for promoting high standards of ICT and Computer Studies. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Plan and teach well-structured lessons by:		
<ul style="list-style-type: none"> Imparting knowledge and developing understanding through effective use of lesson time. Promoting a love of learning and student's intellectual curiosity. Setting homework and planning other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired. 	<ul style="list-style-type: none"> Contributing to the design and provision of an engaging curriculum within the relevant subject area(s). 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Adapt teaching to respond to the strengths and needs of all students by:		

Essential	Desirable	Evidence
<ul style="list-style-type: none"> Knowing when and how to differentiate appropriately, using approaches which enable students to be taught effectively. Having a clear understanding of the needs of all students, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and being able to use and evaluate distinctive teaching approaches to engage and support them. 	<ul style="list-style-type: none"> Demonstrating an awareness of the physical, social and intellectual development of students, and knowing how to adapt teaching to support students' education at different stages of development. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Make accurate and productive use of assessment in ICT and Computer Science by:		
<ul style="list-style-type: none"> Knowing and understanding how to assess the subject and curriculum areas, including statutory assessment requirements. Making use of formative and summative assessment to secure students' progress. <p>Using relevant data to monitor progress, set targets, and plan subsequent lessons.</p> <ul style="list-style-type: none"> Giving students regular feedback, both orally and through accurate marking, and encouraging students to respond to the feedback. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>
Manage behaviour effectively to ensure a good and safe learning environment by:		
<ul style="list-style-type: none"> Having clear rules and routines for behaviour in classrooms, and taking responsibility for promoting good and courteous 	<ul style="list-style-type: none"> Having high expectations of behaviour, and establishing a framework for discipline with a range of strategies, using praise, sanctions and 	<p>Application form</p>

Essential	Desirable	Evidence
<p>behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.</p> <ul style="list-style-type: none"> Managing classes effectively, using approaches which are appropriate to students' needs in order to involve and motivate them. Maintaining good relationships with students, exercising appropriate authority, and acting decisively when necessary. 	<p>rewards consistently and fairly.</p>	<p>Letter of application</p> <p>References</p> <p>Interviews</p>
Fulfil wider professional responsibilities:		
<ul style="list-style-type: none"> Making a positive contribution to the wider life and ethos of the school. Developing effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support. Communicating effectively with parents with regard to students' achievements and well-being. 	<ul style="list-style-type: none"> Deploying support staff effectively. Taking responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>