

Head of ICT

Job Description

POST TITLE: Head of ICT

SALARY GRADE: TLR 2b

RESPONSIBLE TO: Assistant Headteacher

PURPOSE

- To have accountability for the leadership, management and development of the curriculum for ICT & Computer Science up to GCSE or equivalent level.
- To have accountability for the quality of teaching across the ICT Department.
- To have accountability for the behaviour of students across the ICT Department.
- Be responsible for the development and implementation of an aspirational, engaging and well-sequenced curriculum.
- Be responsible for the outcomes of all students within the ICT Department.
- To monitor and support student progress, and implement appropriate strategies to address any student underperformance.
- To carry line management responsibility for a significant number of people.
- To develop and enhance the teaching practice of others.

Heads of Department are responsible for carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Headteacher within the context of the job description set out below:

STRATEGIC PLANNING

- To participate in the development, management and running of the school as a Head of Department, taking an active interest in the whole curriculum and pastoral care.
- To participate fully in the overall aims and implementation of plans for the school.
- To assist with the self-evaluation and improvement planning process in the areas of responsibility of this post.
- To offer oneself as a role model for teaching.
- To attend curriculum area and cross-curriculum meetings as required.

TEACHING AND LEARNING

Students

- To have responsibility of all student achievement, behaviour and attainment in the curriculum area, ensuring that information about students' prior achievement is used effectively for students to make good progress.
- Develop students' cultural capital and personal development through a range of extra-curricular opportunities to all students.

- To ensure the school's Relationship Policy is implemented in the curriculum area so that effective learning can take place.
- Where necessary, to develop policies and practices for assessing, recording and reporting student achievement within the curriculum area in line with whole school policies.
- To ensure effective communication/consultation as appropriate with the parents/carers of students.
- To assist with the smooth transition of students from Key Stage 2 to Key Stage 3 and Key stage 3 to 4.
- To liaise with other colleagues including; Heads of Years, SENDCo, Senior Leaders in order to gather relevant and meaningful information about students and ensuring that this information is disseminated to and used by members of the Department.
- To support the induction of Year 7 students into the Department and the organisation of the 'Taster Day' for Year 6 students.

Curriculum

- To contribute towards the delivery of an aspirational, engaging and well-sequenced curriculum which complements the School Improvement Plan (SIP) and School Self-evaluation (SEF).
- To be accountable for the development and delivery of subject/s as specified.
- To contribute to the school procedures for self-evaluation including, lesson visits, lesson observations, work scrutinies and gathering student voice.
- To contribute to the construction of the school timetable.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department by liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To lead on the development of schemes of work (Curriculum Implementation Plans) within the specified areas of responsibility.
- To ensure that schemes of work are within the parameters of department policy, taking into account school, LA and National requirements.
- To take responsibility for assessment, recording and reporting procedures within the area of responsibility.
- To encourage a high standard of presentation and display of department work.

LEADERSHIP & MANAGEMENT

- To report to Senior Leaders and Governors of the evaluation and progress of the department.
- To promote teamwork and to motivate staff to ensure effective working relations and the core professional behaviours.
- To identify and take appropriate action on issues arising from systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated curriculum area.
- To promote the professional and career development of oneself and staff in the curriculum area including ECTs and beginner teachers.
- To participate in the school's ITT programme.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost

centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

- To support and direct staff as appropriate in the area of responsibility.
- Develop links with other schools (including across the Red Kite Alliance) for collaboration and sharing good practice in the area of responsibility.

SHARED DUTIES

- To take delegated responsibility for the implementation of the school's Health & Safety where appropriate.
- To work with colleagues in implementing and developing cross-curricular themes and new school initiatives.

SPECIFIC TASKS

- To lead the development of extra-curricular activities/school productions/events appropriate to the area.

GENERAL

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined and negotiated by the Headteacher from time to time.
- The postholder's duties must at all times be carried out in compliance with the school's Equal Opportunities and Race Equality Policy and other policies designed to protect employees or service users from harassment.
- To take reasonable care of the health and safety of self, other persons and resources whilst at work co-operating with management as far as necessary to enable responsibilities under the Health & Safety at Work Act to be performed and to follow the school's Health and Safety Policy.
- It is the duty of the postholder not to act in a prejudicial or discriminating manner towards colleagues or employees of the service. The postholder should also counteract such practice or behaviour by challenging it or reporting it to senior management.
- As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable. Please refer to the Employment page, working for the Council on the Kirklees website under the following link:
<http://www.kirklees.gov.uk/employment/safeguarding.shtml>