



ST IGNATIUS COLLEGE

Job Description

Job Title: Lead Practitioner – Digital Literacy and Computer Science

Salary Scale: Lead Practitioner scale (L1-L9)

Start: April 2025

Reporting to: SLT link

Job Purpose

The primary purpose of the Lead Practitioner for Digital Literacy and Computer Science is to coordinate, oversee and deliver a high-quality Computer Science curriculum and a Digital Literacy strategy across the school. The Lead Practitioner will lead the Computer Science department and fulfil the role and responsibilities of a Subject Leader to ensure that the standard of curriculum teaching, learning and assessment at all key stages is of the highest quality for all students so that they are able to achieve to the best of their ability and that staff and students are supported, developed and motivated. They will also oversee the whole school vision for digital literacy and ensure the implementation of a successful and innovative programme. They will quality assure the teaching of IT skills across the curriculum and ensure a high quality esafety programme. They will oversee the use of online platforms across the school including Google Classroom and Seneca and our remote teaching and learning policy and practices. They will be responsible for staff IT skills training and will liaise with the operational IT department to ensure joined up thinking across the school. As a member of the Extended Leadership team, they will work closely with Senior Leaders to lead on whole school strategy and will attend SLT meetings as required.

Duties and responsibilities

Subject Leaders are key to the life of the College and their role carries significant leadership and management responsibilities. It is essential that they give active support to the vision and ethos of St Ignatius College. They have a clear vision for their subject area and their areas of responsibility include, curriculum planning, teaching and learning, assessment and reporting, strategic planning, monitoring and evaluation, behaviour for learning, effective use of resources, creating a stimulating learning environment, overseeing Performance Reviews, addressing underachievement, motivate others, lead by example and strike the appropriate balance of support and challenge. This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status and where applicable, Post Threshold Standards.

Leading and Managing Staff

The Subject Leader will lead a team of teachers and will provide all those who teach or support in the subject, information, the support, challenge and development necessary to sustain motivation and secure improvement in teaching.

- Line manage teaching staff effectively and deploy teaching and support staff, in their subject area
- Ensure their own professional development
- Take part in the appointment process for new members of the subject area
- Ensure that there is a programme of support and guidance for any new members of the subject area with particular provision for ECTs, Graduate Trainees, Unqualified teachers or student teachers
- Support subject area staff with professional advice and appropriate staff development
- Carry out Performance Review
- Ensure that support staff are used effectively within the subject area
- Arrange and chair regular subject area meetings and ensure that action points are enacted and are passed on to SLT line manager
- Facilitate collaborative planning and working

Strategic Direction and Development of the Subject

- Produce a strategic plan which is supported by an annual action plan to deliver the faculty vision
- Be accountable for the strategic direction, leadership and management of the subject areas and the development and implementation of subject policies, plans, targets and practices within the context of the School's aims and policies
- Complete an annual self-review of the subject area including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan

Curriculum

- To oversee KS3, KS4 and KS5 Computing and IT curriculum areas
- Create a Knowledge rich curriculum that inspires students to become effective lifelong learners: plan, implement and review the subject areas' curricula within the framework of the National Curriculum requirements, examination syllabi and the School Improvement Plan
- Map out the curriculum ensuring that long, medium and short term plans are in place
- Create Schemes of Learning which enable all students to become effective learners
- Ensure that assessment is regular, thorough, reliable and formative
- Provide extracurricular activities including trips to extend and challenge pupils

Learning and Teaching

- Lead, develop and enhance the teaching practice of all teachers within their subject area, evaluating the quality of teaching and securing and sustaining effective teaching of the subjects
- Secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils' achievement and set targets for improvement.
- Ensure high standards of teaching and learning for all students throughout the subject areas regardless of their ability
- To contribute to raising standards of student achievement in Computing by teaching a timetable of stimulating and challenging lessons

- Monitor and evaluate the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management
- Use a range of monitoring techniques such as analysis of examination results, classroom observation, learning walks, work scrutinies, study of lesson plans and pupil interviews to further improve student outcomes

Monitoring Pupil Progress

- Be accountable for the highest standards of pupil achievement within their subject areas, monitoring and evaluating pupil achievement and setting targets for improvement
- Ensure rigorous internal tracking systems are in place to monitor student progress
- Ensure that there are full records of pupils' attendance, assessments and examinations and that these are easily accessible for all staff
- Produce and analyse subject examination predictions and results and produce an annual report on results for the Headteacher
- Develop strategies to meet subject targets
- Ensure that there are practices in place for subject area staff to set and discuss individual pupil and group targets
- Lead and manage intervention strategies for those students who are under-performing

Internal Communication

- Attend meetings of Middle Leaders and represent the views and interests of the subject areas at any appropriate meeting
- Meet regularly with the line manager to discuss progress within the subject areas
- Produce written reports/information required by SLT and Governors including an annual Subject Area Review

External Examinations

- Ensure that pupils are thoroughly prepared for their examinations
- Oversee the moderation of any coursework, practice exams, etc
- Liaise with the Examinations Officer to organise examination entries

Pupil Discipline Within the Subject Areas

- Ensure that there is a positive and orderly working atmosphere within lessons in the subject areas in accordance with the Ignatian Code of Conduct
- Ensure that all pupils are guaranteed an appropriately differentiated learning programme and are grouped in appropriate groups, and regularly review those grouping arrangements
- Support the College policy on rewards for good work and good behaviour

Communication with Parents

- Attend any appropriate meetings with parents
- Inform parents of the curriculum followed by pupils and of any major concerns or successes of pupils within the subject area

- Oversee subject reports which are sent to parents

Staff Absence

- Ensure that appropriate work has been set and that the resources required are available
- Support supply staff who are working within the subject area
- Ensure work is set and marked for students who are absent from lessons internally, externally or away from school for long term medical reasons

Efficient and Effective Deployment of Staff and Resources

The Subject Leader will deploy staff judiciously and will identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely.

Resources within the subject area

- Complete, as part of the subject area review and development plan, a bid for capitation and complete, as appropriate, other bids for resources within the subject area
- Ensure that stock and equipment is well cared for and economically used
- Ensure that full records of orders, expenditure, stock etc. are kept
- Ensure that subject area rooms present a stimulating and tidy environment
- Implement the school's Health and Safety Policy
- Liaise with the SLT line manager and timetable manager over the allocation of staff and rooms

Lead Practitioner Responsibilities

- Additional break/lunch duties
- Uphold and support the distinctive Jesuit, Catholic ethos of the College
- To provide an excellent school-wide role model for students and for staff, by demonstrating classroom practice and behaviour that sets a standard for others
- To develop and oversee a programme of extra-curricular activities to promote Computing
- To quality assure the teaching of IT skills across the curriculum and ensure a high quality safety programme
- To work with colleagues to ensure that the duties specified in KCSIE regarding monitoring and filtering are fulfilled
- To be responsible for the pupil IT induction and ensure that pupils have devices and can access the required IT to be successful
- To work with colleagues across multiple departments to develop an innovative and creative curriculum designed around the particular needs of our students and to ensure that National Curriculum standards are being met across the school for IT
- To oversee the use of online platforms across the school including Google Classroom and Seneca and our remote teaching and learning policy and practices
- To take a leading role in the development of a culture of research and innovation in this field to support outstanding classroom practice
- To ensure that staff have the required IT skills through preparing and delivering staff CPD and training
- To ensure that staff are equipped to engage with and use AI appropriately.
- To seek out best practice through networks and research and to share with colleagues across the school

- To write policies, strategy documents and reports pertaining to Computer Science and Digital Literacy strategies (including the developments in the use of AI in schools)
- To work closely with the operational IT team to ensure that the strategy is being implemented successfully
- Work closely with the Senior Teaching and Learning team to ensure that the Digital Literacy strategy is coherent with the whole school CPD programme
- Advise the Headteacher and Senior Leadership Team of developments in Computer Science and Artificial Intelligence
- Attend and participate in SLT meetings as required
- Complete the SSAT Lead Practitioner qualification and update as required

Qualities

- Be a reflective practitioner
- Ask for support and advice when it is required
- Perform any other duties reasonably requested
- Provide LSA support, cover or supervise Sixth Form students as appropriate
- Colleagues on the Upper Pay Scale and Lead Practitioner Scale will further contribute to the life of the College in a capacity agreed with the Headteacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

St Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.