JOB DESCRIPTION

Head of ICT/Computing

Reporting to: Assistant Headteacher

Location: Aston Manor Academy

Grade/Salary: MPS-UPS (£30,000pa-£46,525pa)
                     Salary scale as at: 01.09.2023
                     + TLR 2b

Job Purpose

- To support, hold accountable, develop and lead a team of staff to ensure high standards of teaching and learning and the wellbeing of staff and students within the IT/Computing department, so that students make appropriate progress.

Key Responsibilities

Leadership of Teaching and Learning

- Ensure that IT/Computing has a very high profile in the life of the Academy.
- Promote an enthusiasm and a passion in students for IT & Computing.
- Have a clear vision regarding how IT/Computing should be taught, developed and assessed in light of curriculum changes across KS3, 4 and 5, ensuring that the IT/Computing curriculum matches student need / interests.
- Lead and develop IT/Computing through a team approach.
- Ensure that the delivery of IT/Computing at AMA meets statutory requirements.
- Promote and develop high quality teaching and learning in IT/Computing.
- Contribute to support the appointment and induction of new staff to the IT/Computing team.
- Contribute to and support the professional development of subject staff.
- Lead the performance management of subject staff.
- Ensure that the department demands the highest expectations of all students.
- Ensure effective use of data to promote students' learning and embed aspirational target setting across all key stages and for all student 'groups
- Identify underachieving pupils and ensure that appropriate intervention is conducted and monitored and ensure Heads of year and / or parents / carers are kept well informed.
- Lead the IT/Computing team to make a significant contribution to students' spiritual, moral, social and cultural development through IT/Computing, which includes the use of resources linked to typical issues.
- Lead the development of appropriate syllabuses, resources, marking policies, assessment strategies within the department, within the designated area.
- Ensure that the subject is adapted to take into account students with SEND and those who are more able.
- Assist in the implementation of the behaviour management system within the subject area so that effective learning can take place.

Management

- Carry out performance management reviews for subject staff.

- Ensure that subject team meetings are run effectively and efficiently and used to share good practice.
- Attend Head of Department meetings.
- Take responsibility for producing the departments improvement plan in line with the Academy's priorities and ensuring it is regularly evaluated and reviewed.
- Manage the subject's resources (accommodation and financial) in line with priorities identified in the improvement plan.
- Manage the department budget in conjunction with the Finance department.
- Promote and safeguard the health and safety of pupils within the department.
- Manage and monitor the departments' homework policy / student completion rates.
- Ensure the department fulfils its role in promoting British Values, the subject within the Academy and contribute subject information for school prospectuses, newsletters and web site as required.
- Support subject staff in student disciplinary matters, ensuring that school policies are followed
- Ensure the subject fulfils its cross-curricular role(s) i.e. Citizenship / Literacy / Numeracy / Enterprise / ICT
- Ensure that the information given to the examinations officer is accurate
- Oversee the internal exams in IT/Computing.
- Take responsibility for the delivery of 'Enrichment Days' within IT/Computing.
- Quality assure the department's assessment practices.
- Develop enrichment activities to enhance teaching and learning including exchanges, trips and competitions.

Monitoring and Evaluation

- Monitor, evaluate and support intervention to tackle any student underperformance.
- Monitor and evaluate the quality of teaching and learning within IT/Computing.
- Undertake regular observations of subject teachers
- Undertake work scrutiny in line with the Academy's Monitoring and evaluation schedule.
- Regularly review and update schemes of work / learning, so that the IT/Computing curriculum is rich, relevant and engaging.
- Develop, monitor and evaluate assessment, reporting and recording procedures in line with school policies and statutory requirements
- Develop, monitor and evaluate student performance in external and internal assessment.
- To ensure terminal examinations are analysed ready for the new academic year to share with department members, and allow the requests of remarks in a timely fashion.
- Ensure effective deployment of support staff and promote collaboration between all members of the team.
- Lead staff through internal and external subject reviews and inspections, including Ofsted and challenge partners, informing Trustees of subject developments.
- Promote and understand subject requirements with parents and encourage their involvement in their child's learning.
- Make effective use of external agencies and develop community links to enhance students learning.
- Ensure staff within your subject area are continually developing as professionals.
- Promote high levels of subject literacy and numeracy.

Form Tutor Responsibilities
- To ensure the welfare of all students within your form group.
- To liaise with your Head of Year regarding any students who may give rise to concern.

- Using the data provided to ensure that pupils are rewarded if they are on target and those that aren't are supported so that they will be in future.
- Use the rewards system to promote positive attitudes to school / learning.
- Promote good attendance and punctuality and make use of the systems in place to support this.
- Liaise with parents of pupils in your form over any matters of concern having discussed with HOY first.
- Develop the use of Form Tutor time in line with Year group expectations.
- Deliver PSHE on a weekly basis to your form (this is included in teacher allocation).
- Contribute to the development of the PSHE programme of the year group your form is in.
- Carry out before school and break duties in line with the annual rota
- To share good practice with colleagues and learn from them via peer observations.
- Attend all pastoral meetings / Form Tutor briefings.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders

Further Responsibilities: IT/Computing

- To ensure 'IT/Computing Skills' are a priority for all subject areas and embedded in Schemes of Work.
- To keep abreast of new initiatives and report to SLT on how we can further develop IT/Computing across all year groups.
- Link with departments in partner schools to share successful practice.
- To work closely with the Enrichment lead and STEAM team in maintaining and improving the Academy's focus on developing a rich variety of skills.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

PERSON SPECIFICATION
TEACHER OF ICT/COMPUTING

Method of Assessment (MOA)

AF - Application form	C - Certification	I - Interview	T – Test or Exercise	P - Presentation

Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	PGCE/PGDip in ICT or Computing / PCET in ICT or Computing will be considered (E)	AF/C
	QTS/QTLS status achieved (or in process of achieving) (E)	AF/C
Experience Relevant work and other experience	Experience of OCR iMedia or similar qualification (E)	AF
	Experience of delivering OCR National IT at Level 2 or 3 (D)	AF
	Working in a socially and culturally diverse school (D)	AF
	Knowledge of the KS3 Programme of study (D)	AF/I
Skills & Ability	Excellent communicator (D)	AF/I
	Excellent classroom management skills and voice projection (D)	P
	Ability to lead a team of staff (D)	I
	Good written and numerical skills (D)	AF/T
	Enthusiastic and determined to work with our students and staff (D)	I
Other	Evidence of running school clubs to enhanced/support learning (D)	AF/I