Darland High School
Aspire   Apply   Achieve
Job description TLR 2b

Job Title: Head of ICT and Computing Department

Job Purpose:
The role of the Head of ICT and Computing is crucial in developing the ethos of achievement within the department, in harmony with the aims and ethos of the whole school. The postholder also has direct responsibility for ICT, both in terms of ICT / Computing courses and the development of Digital Literacy throughout the school. As well as providing professional leadership and management of teachers of discrete ICT, the coordinator will work to support other curriculum areas in order to secure high quality teaching and improve standards of learning and achievement for all learners.

Line Manager: Headteacher.

Job Dimensions:
- Leadership and Management of ICT and Computing.
- To coordinate the roll out of the Digital Literacy Framework.
- To teach ICT across both key stages
- To teach Computing at KS4
- To act as a form tutor and undertake pastoral duties as directed by the pastoral line manager.

Accountabilities:
- The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.

Strategic Role
Actively contribute to:
- The development of Darland High School's aims, priorities, policies, targets and action plans;
- Creating a climate which enables other staff to develop and maintain positive attitudes towards ICT and confidence in using ICT in their programmes of study.
- The strategic development of ICT infrastructure through sitting on the School's ICT Strategic Development Committee.
- Advising the SLT on all matters relating to the development of ICT and Computing.
- Coordinate the roll-out of the Digital Literacy Framework.
- Maintaining and enhancing the school's profile in the wider community.
- Developing closer links with primary schools through transition work.
- Ensuring that strategic planning takes account of the diversity, values and experience of the school and community.

Teaching & Learning
- Provide guidance on the choice of appropriate learning and teaching strategies to meet the needs of students studying ICT.
- Leading and managing the standardisation and moderation processes involved in statutory assessment at Key Stage 3.
- Provide guidance to teachers from other departments and faculties on matters relating to the Digital Literacy Framework.
- Implement strategies which secure high standards of behaviour and attendance
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up
- To take responsibility for the quality of learning and teaching and ensure appropriate strategies are embedded and new opportunities are embraced
- To take responsibility for the development and delivery of the curriculum ensuring all learners have a

curriculum appropriate to their needs

- To take overall responsibility for monitoring, tracking and analysing student progress towards targets.

Leading & Managing Staff and Resources

- Develop a department ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Lead the department in drawing up improvement plans which contribute to the School Improvement Plan.
- Plan, delegate and evaluate work carried out by all those staff involved in the teaching of ICT.
- Ensure that work is set for students in the event of staff absence.
- Ensure that all deadlines for tracking, evaluating and reporting at adhered to by the department.
- Advise the Headteacher on the deployment and recruitment of teachers for the ICT subjects.
- Undertake performance management as required by the school policy and use the process to develop the personal and professional effectiveness of ICT staff.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Ensure that the range, quality and use if all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Use accommodation to create an effective and stimulating environment for the teaching and learning of the ICT subjects.
- Ensure that there is a safe working and learning environment in the ICT suites, in which risks are properly assessed.

NOTE 1 – The job description will be reviewed at the end of the Academic Year or earlier if necessary as part of the Performance Management Cycle. In addition it may be amended at any time after consultation with you.

March 2017