



CORPUS CHRISTI

We are His body, living and learning as one.

Job Description

Head of ICT

Main purpose of the post

The main purpose is to lead the subject of ICT. The post holder will be expected to work collaboratively with other subjects in the school. The post holder will provide outstanding quality provision in ICT as well as contribute to the SMSC provision at a whole school level

Key responsibilities:

- Plan and deliver a full KS3 and KS4 ICT curriculum.
- Plan and deliver high quality teaching and learning.
- Be fully committed to raising standards and improving the life chances of all pupils.
- Display an enthusiasm for your subject which motivates and engages pupils in lessons.
- Contribute to the effective operation of your curriculum team through accepting reasonable delegation of responsibilities and tasks.
- Contribute to effective induction of ECTs and other staff new to your curriculum team through learning and development.
- Be responsible for faculty improvements, planning and evaluating
- Contribute to the continuous improvement in standards, high quality evaluation and improvement planning throughout the trust.
- To lead, support and encourage the highest possible standards of behaviour, learning, attainment and achievement
- To manage resources creatively, effectively and efficiently to meet the priorities of the school
- To celebrate success and to implement strategies for continuing improvement
- To contribute to the effective operation of the faculty, including attendance at meetings, events and activities as required
- To pursue and promote the achievement of equality of opportunity throughout the Trusts activities.
- To maintain effective relationships with external agencies and associated schools and represent the school at Trust level.
- To manage resources creatively, effectively and efficiently to meet the priorities of the school
- Create a culture which celebrates the positive and encourages all kinds of achievement
- Ensure, good communication and working in partnership with others.
- Support a caring and compassionate community upholding our school values

- Promote a happy, stimulating and ordered environment within which children can grow, develop and thrive according to their talents and abilities.
- Be committed to high standards of professional co-operation and integrity.
- Work collaboratively with other colleagues promoting co-operation and team work.

Curriculum

- To ensure curriculum coverage, continuity and progression within the subject for all pupils including those of high ability, those with learning needs, EAL and disadvantaged pupils
- To maintain an up to date knowledge of new initiatives and incorporate elements into the ICT strategy as appropriate.
- To review, evaluate and improve the design and delivery of the ICT curriculum on an ongoing basis.
- To incorporate assessment into all aspects of curriculum planning
- To keep abreast of national and school curriculum developments and implement necessary changes
- To lead the development of literacy, numeracy and technology within the subject and the ICT faculty
- To fully embed SMSC and health and well-being into the curriculum and contribute significantly to the school's programme of weekly themes and assemblies
- To encourage pupils to participate in a variety of extra-curricular activities related to the subject
- To provide opportunities for learning outside the classroom.
- To fully embed British Values into the curriculum and provide opportunities for regular careers-based learning.
- To support and ensure that members of the subject follow the school's rewards and sanctions systems and take responsibility for the standards of behaviour in the faculty

Staff recruitment and development

- To fully contribute and lead CPD opportunities where appropriate for ICT
- To lead the subject in contributing to the training of new teachers through the provision of ITT placements
- To be able to develop skills of non-specialist to ensure highest quality teaching
- To lead others in the appraisal process

Performance and standards

- To monitor and review clear practices for assessing, recording and reporting on pupil achievement in line with school policy and to use this information to recognise achievement, instigate effective intervention and to assist staff in setting targets for further improvement
- To monitor and evaluate the impact of intervention strategies to ensure staff are best deployed to further raise attainment and achievement
- To ensure that pupil data is used effectively to secure outstanding progress in all faculty subjects ensuring colleagues have the support, challenge, information and development necessary to sustain motivation and secure further improvements in teaching.
- To ensure that both ICT faculty contributes significantly to the main school headline outcomes against which the whole school is judged
- Liaise with the examinations team to ensure that all entries for internal and external assessments are on time and appropriate for pupils
- To ensure effective communication with parents to involve them in their child's learning as well as providing information about curriculum, attainment, progress and targets

Management of resources

- To ensure the effective and efficient management and organisation of learning resources including IT
- Develop new, interactive resources within ICT at both key stages

General

- To undertake all duties with full regard to the Health and Safety at Work Act
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To be aware of and support difference and to ensure equal opportunities for all
- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.



Person Specification for ICT

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
A good Honours Degree	E	A/I/R/SP
Qualified Teacher Status	E	A/I/R/SP
Positive faith reference	E	A/I/R/SP
Evidence of continual professional development and further qualification professional study (desirable)	D	A/I/R/SP
Relevant qualification in ICT (desirable)	D	A/I/R/SP
EXPERIENCE		
Experience of delivering outstanding outcomes both through your own teaching and through support for and working with others	E	A/I/R/SP
Successful delivery of ICT at KS3 and KS4	E	A/I/R/SP
Proven excellence as a classroom teacher to GCSE level	E	A/I/R/SP
A recent history of outstanding examination results (Desirable)	D	A/I/R/SP
Experience of extending learning outside the curriculum (desirable)	D	A/I/R/SP
KNOWLEDGE, SKILLS AND ABILITIES		
Current knowledge of how to build a successful, knowledge rich curriculum, for all ICT topics at both key stages	E	A/I/R/SP
Ability to analyse and use assessment and data in pupils' learning to raise standards	E	A/I/R/SP
Current knowledge of strategies to raise standards of teaching and learning	E	A/I/R/SP
Excellent oral and written communication skills	E	A/I/R/SP
Good IT skills which benefit pupils and the efficiency of the faculty	E	A/I/R/SP
Ability to form strong external links with the local and wider community	D	A/I/R/SP
Ability to formulate, monitor, evaluate and review plans and policies	E	A/I/R/SP
Good knowledge and understanding of the cultures and faiths of the local community, and the opportunities the school's location brings (desirable)	E	A/I/R/SP
LEADERSHIP AND MANAGEMENT		
Be able to motivate, support and inspire trust in others	E	A/I/R/SP
Be a strong leader who can lead others in a shared vision	E	A/I/R/SP
Be able to work successfully as part of a team	E	A/I/R/SP
Be an effective decision maker and problem solver (desirable)	D	A/I/R/SP
Has lead whole school staff training (desirable)	D	A/I/R/SP
Has presented reports to Head of Faculty and Senior Leadership Team (desirable)	D	A/I/R/SP

PERSONAL ATTRIBUTES

To act with the utmost integrity at all times	E	A/I/R/SP
Contribute to the Catholic ethos of the Trust	E	A/I/R/SP
A highly professional approach to their work, including commitment to ensuring excellent standards of behaviour at all times	E	A/I/R/SP
The ability to motivate and inspire students	E	A/I/R/SP
Excellent communication skills	E	A/I/R/SP
A passionate desire to make a difference and raise achievement for all	E	A/I/R/SP
Ability to establish good working relationships and effective teamwork	E	A/I/R/SP
Willingness to support pupils in extra-curricular activities	E	A/I/R/SP
Be committed to equal opportunities	E	A/I/R/SP
To uphold all aspects of safeguarding	E	A/I/R/SP
Be willing to undertake training and carry out first aid as appropriate	E	A/I/R/SP
Ambitious to develop career beyond this point (desirable)	D	A/I/R/SP
Be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R/SP