**Job Specification**

**Post Title:** Subject Leader for ICT & Computer Science

**Reporting to:** Faculty Leader

**Scale:** TLR2a

Direction and Development

* Adhere to the principles of Ethical Leadership
* Actively promote the school’s values: Determination, Togetherness, Achievement, Respect, Kindness and Opportunity
* Work with determination to provide the best education for all pupils, relentlessly looking for the best ways to impart knowledge to ‘the whole child’ whatever their needs or starting points
* Take the initiative to develop your subject and teaching and learning in your subject area, whilst being accountable for your own performance
* Help produce and implement a Faculty Action Plan, which should be a working document, referred to and updated routinely
* Routinely analyse internal and external academic results, drawing on a range of assessment and baseline data to identify strengths and development areas for both pupils and staff
* Regularly promote the profile of your subject within the school and beyond; be an active advocate for your subject
* To be cognisant of key subject developments in terms of both content and assessment and to share this information with colleagues
* Ensure opportunities to communicate with parents and carers are maximised
* Promote and maintain an enthusiastic culture of IT, that encourages participation, enjoyment and competitiveness
* Deliver an extensive extra curricular programme that provides pupils with an opportunity to broaden their development, enabling them to develop and discover their interests and talents
* Provide pupils with a clear vocational route into future careers and pathways, simulating industry settings wherever possible.

Subject Management

* Ensure timely and high quality curriculum, schemes of learning and training are provided for colleagues who teach your subject
* Provide effective support to colleagues who are teaching in your subject area
* Ensure you are marking and assessing as per the Fir Vale standard
* Follow clear expectations about professional conduct and working relationships amongst staff who teach your subject
* Support colleagues in the consistent use of pupil sanctions and rewards, informed by the school’s policy
* Attend and play an active role in all meetings
* Assist in the recruitment of staff when required to do so
* Ensure the effective and consistent implementation of school policies
* Ensure appropriate cover is set when colleagues are absent
* Appraise staff in line with school policy and use the process to develop the personal and professional effectiveness of staff

Teaching and Learning

* Model innovation and excellent practice
* Ensure schemes of learning provide for a curriculum that meets the needs of our varied cohorts, and allows continuity and progressions of skills, knowledge and understanding
* Lead the planning of lessons, taking into account literacy development, fostering independence, and the need for cultural capital to be woven into our teaching
* Ensure you are aware of the needs of all of our cohorts (e.g. SEND, EAL, HA, LA) and that teaching within your subject area addresses the needs of all of these pupils
* Develop and maintain a stimulating and interesting learning environment

Deployment of Staff and Resources

* Manage your subject budget effectively
* Maintain and store subject resources in good order and organise them in a way that provides ready access to colleagues
* Market your subject effectively, including at school events, and maintain a positive and regular profile on social media platforms, consulting the school’s marketing manager where necessary and keeping them informed of all your newsworthy events

Academic Administration

* Work with the Exams Officer and SLT lead to communicate key examination dates to parents
* Provide papers and mark schemes for internal examinations
* Manage external examination entries
* Co-ordinate, mark and moderate coursework within your subject area. Ensure external verification and moderation of faculty judgments is calendared and effective
* Monitor data entries, to ensure grades are data / evidence driven and accurate
* Ensure 100% data inputs are on time and quality assured
* Ensure you are up to date and adhering to JCQ regulations
* Regularly check the exam board and course is most suitable for pupils

N.B: Every subject teacher will be expected to undertake tutorial responsibilities.

This job description will be reviewed when necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

**You will be expected to carry out any other duties required of a Subject Leader and as reasonably required by the Headteacher or member of the Senior Leadership Team.**

