LUCTON SCHOOL

HEAD OF ICT
JOB DESCRIPTION

Purpose of Job

In addition to the requirements of a teacher and any other agreed responsibilities, Heads of Department take responsibility for their curriculum area and ensure that students receive a first-class educational experience and are able to achieve their full potential. Heads of Department are also responsible for the management and professional development of any staff within their department, ensuring that they are well-supported and working to a high standard. The duties and responsibilities of a Head of Department may be changed or adjusted from time to time according to the exigencies of school life, and to suit the School's development.

Duties and Responsibilities

Strategic Direction and Development

● Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning

● Develop plans for the department which identify clear targets, timescales and success criteria for its development and/or maintenance in line with the School Development Plan, and taking into account the views of teachers, students and senior staff

● Continuously review the effectiveness of the provision, assessing strengths, areas for development, resources and implementation of policies

Teaching and Learning

● Regularly review and update the curriculum, ensuring that schemes of work are in place for each year group in accordance with the format and quality expected by the school

● Ensure that a departmental handbook is in place (or equivalent), which includes details of schemes of work, available resources and assessment of students

● Develop and share teaching and learning resources, ensuring that all departmental resources are well-organised and available to staff

● Evaluate the teaching in the area / aspect of work by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching

● Be proactive in exploring innovative ways of delivering ICT through the curriculum

Leading and Managing Staff

● Ensure an effective team culture and set an example of professional standards and behaviour

● Enable all teachers to achieve expertise in planning for and teaching in the area through example, support and by leading or providing high quality professional development opportunities

● Guide and support staff to ensure their effective performance and wellbeing

- Help others to evaluate the impact of their teaching on raising students' achievement

- Review the performance of all teachers in the department, providing clear feedback to staff and contributing to staff appraisals

- Assist with the recruitment of new teaching staff (including the training and induction of NQTs and other new teachers within the department)

- Hold regular formal departmental meetings, with an agenda and summarising minutes, as well as frequent informal discussion

- Inform staff of relevant school policies and procedures, as well as disseminating information from Heads of Department and other meetings (e.g. exam board meetings)

- Allocation of staff to teaching groups and, where appropriate, subject setting

Student Progress

- Assess and record students' progress in accordance with departmental and school policies, including the submission of assessment data for student tracking systems

- Ensure that appropriate resources and guidance is in place for students to progress to relevant university courses, helping students with their applications and interviews for related subjects

Examinations

- Select appropriate examination qualifications to follow in line with school policy and the needs of students

- Provide accurate and prompt information to the Exams Officer about the external exams and predicted grades

- Ensure that appropriate arrangements are in place for coursework/controlled assessment (if applicable)

- Organise mock exams, end-of-year exams and, where appropriate, scholarship and entrance exams (including setting and marking scholarship papers where required)

School Database (SchoolBase)

- Responsible for the day-to-day running of SchoolBase, ensuring the efficient running of the system and providing support as necessary for staff

- Ensure that the database is up-to-date, which will include managing the annual rollover process and setting up and managing reporting and tracking systems throughout the year as necessary

Other Responsibilities

- This job description is in addition to the requirements of a teacher and any other agreed responsibilities

- Ensure that relevant health and safety matters are followed in line with the School's Health and Safety Policy

- Produce relevant health and safety policies and procedures for the area / aspect of work

- Manage the department budget

- Liaise with external agencies and individuals as appropriate (e.g. exam boards)

- Keep departmental displays up-to-date, especially with a frequently changed montage of student work

- Any other reasonable duties relating to the job as required by the Headmaster

Requirements

- Teaching qualification (desirable)

- Honours Degree in a related subject (desirable)

- Ability to inspire students of all abilities and enhance student learning

- Proven communication and interpersonal skills

- High level of literacy, attention to detail and ability to use initiative

- ICT competence and willingness to learn and use new technologies

- Empathy for students, parents, staff and the community

- Commitment to continual personal and professional development

- Sound knowledge and understanding of the independent sector

- Willingness to participate in the full life of a busy boarding school, including some evening and weekend work

- Enthusiasm for and sympathy with an educational environment and the ethos of Lucton School

Education is ever-changing and all staff are expected to participate constructively in schools' activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed regularly and varied in the light of the business needs of the school.

Staff Member Acknowledgement I have read, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Employee Name_____   Date_____

Employee Signature_____