

JOB DESCRIPTION

POST: Curriculum Area Lead – Information Communication Technology

PAY SCALE: MPS/UPS + TLR (2.2)

ACCOUNTABLE TO: The Principal

KEY RELATIONSHIPS: Liaising with all members of the Senior Leadership Team, other Curriculum Leaders, all curriculum area teachers, relevant support staff, parents/carers and LA & Trust representatives where necessary

APPRAISAL AND PAY: The post holder will be subject to the Academy's annual performance appraisal process.

MAIN PURPOSE OF THE POST: The Curriculum Leader of ICT role is critical to the success of the Academy in developing into a centre of educational excellence. It is the responsibility of the Curriculum Leader to ensure that teaching staff have high expectations, contribute to creative and expansive schemes of work and deliver high quality teaching and learning opportunities to students of all abilities, thereby improving student outcomes in all key stages in the vitally important core subject.

PART ONE: To effectively carry out the duties of a teacher and school leader as set out in the current Schoolteachers' Pay and Conditions document and to meet the standards expected of a qualified teacher.

PART TWO: To provide high quality leadership and management of the ICT Department in order to drive up standards of attainment, achievement and progress at all key stages. To work as part of the Extended Leadership Team and contribute to a culture of constant improvement in the Academy.

KEY TASKS AND RESPONSIBILITIES:

- To provide high quality leadership as Curriculum Area Leader for ICT and act as a lead practitioner in all aspects of the role.
- To line manage other ICT TLR post holders, working with them to improve outcomes by delegating relevant tasks, providing consistent support and challenge and professional accountability for their work
- To ensure the consistent delivery of high quality teaching and learning across the curriculum area
- To improve standards of attainment, achievement and progress in ICT Language and ICT Literature at all key stages.
- To develop, monitor, evaluate and review engaging, relevant and innovative schemes of work in each year group which will enable students of all abilities to make excellent progress and achieve the best possible outcomes.

All Saints Church of England Academy

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- To promote high levels of academic performance and teaching pedagogy that enables students of all abilities to achieve excellent standards both in class and independently.
- To ensure robust and effective assessment takes place across the curriculum area which accurately reflects student progress and clearly informs students how to make further progress in their learning.
- To ensure that marking and teacher assessments are completed regularly and according to agreed academy deadlines and policies.
- To ensure standards of student behaviour and their attitudes to learning in the curriculum area are consistently excellent and in line with the Academy vision of 'High Expectations – High Achievement'
- To analyse a wide range of internal and nationally benchmarked data sets in order to contribute to strategic target setting, develop a range of intervention programmes and track and monitor student performance (exam results; internal assessments; Analyse School Performance, CATS etc.)
- To identify possible student underperformance at the earliest opportunity and ensure that action is taken in order to minimise the risk of students falling behind.
- To develop a range of strategies in order to improve the performance of student sub-groups as determined by a range of internal and national data sets.
- To ensure that curriculum area staff provide suitable opportunities for students to engage in enrichment activities as part of the extra-curricular offer that reflects the ethos of the academy.
- To ensure that students are offered opportunities to work collaboratively and to display and take pride in their work.
- To strategically plan, monitor and evaluate the work of the staff of the curriculum areas across the academic year, ensuring that all teaching is consistently 'good' or better.
- To promote parental engagement in the work of the curriculum area and provide a range of opportunities for parents to be involved in supporting their child's learning.
- To promote literacy and numeracy across the curriculum by working with the Extended Leadership Team and the Senior Leadership team and other colleagues as relevant.
- To contribute to the development of SMSC wherever possible through the work of the curriculum area, ensuring that students link their learning to the real world and therefore have the chance to engage in relevant activities that prepare them for life in modern Britain

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ACCOUNTABILITY:

- To improve student progress in the curriculum area
- To meet on a regular scheduled basis with the Principal to report on progress and standards within the curriculum area, including (but not limited) the following: standards of attainment, achievement and progress by group and year; staff absence and performance; student behaviour; student rewards; enrichment activities and other curriculum area highlights and particular needs.
- To ensure value for money is achieved when allocating the curriculum area budget, linking strategic aims to financial resource.
- To ensure the best use of allocated INSET and curriculum area time to improve teaching and learning by linking it with the strategic needs of the Academy.
- To be responsible for the self-review cycle of the curriculum area by writing the curriculum area improvement plan and other self-evaluation documentation as required by the role.

STRATEGIC DIRECTION AND DEVELOPMENT:

- To be a collaborative, strategic and supportive member of the Extended Leadership Team, playing an important role in the progress of the Academy in its development as an innovative, high performing, and emotionally intelligent learning community that has 'every student has the right to learn, grow and achieve' at the heart of everything it does.
- To contribute to the development and consistent implementation of Academy policies and practices that promote high achievement, attainment and inclusion through effective teaching and learning.
- To play a key role in creating an environment within which students and staff develop and maintain positive attitudes towards each other, their environment, their community and their teaching and learning experiences.
- To provide a regular and wide range of opportunities for staff within the curriculum area to work collaboratively, develop independence and grow in confidence in preparation for career progression.
- To work with the Principal in order to allocate appropriate duties and responsibilities amongst the curriculum area staff according to workload, experience, interest and pay level.
- To keep the Principal, senior staff and other relevant colleagues advised as appropriate concerning the provision of resources or concerns about the working environment.
- To co-ordinate the work of the curriculum area staff team, holding regular meetings according to agreed schedules with agendas and minutes circulated and to promote collaborative working across the curriculum area.

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- To use national, local and Academy data effectively to monitor, evaluate and analyse student progress; planning and implementing effective intervention to support all students to achieve highly, to develop self-esteem and to inform Academy policies and practices, expectation and teaching methodologies.
- To contribute to the Academy Improvement Plan and the annual cycle of related documentation.
- To communicate clearly and effectively with all stakeholders including parents and carers, members of the Academy Advisory Committee, feeder schools, secondary schools and colleges, business and community partners, and the wider community as appropriate, all in line with the Academy's strategic objectives.
- To work in partnership with other Academies within and beyond the Trust, other relevant schools and agencies in order to learn more about the ways that other institutions are successfully effecting change and transformation.

CAREER AND PROFESSIONAL EXPERTISE DEVELOPMENT:

- To pursue personal and professional development opportunities to meet the changing demands of the role.
- To engage in cross-Academy events and strategies in order to foster greater awareness of whole school strategic planning.
- To take part in relevant Leadership Development programmes where possible in order to develop expertise and plan for future promotion.

OTHER DUTIES:

- To organise and encourage appropriate school trips/visits/fieldwork linked to the curriculum area and to foster and promote links with other schools locally, nationally and internationally.
- To encourage and enable the visits of professionals relevant to the curriculum are to the Academy.
- To carry out a share of supervisory duties in accordance with published rotas.
- To participate in the Academy performance management arrangements as appropriate.
- To adhere to published academy policies and procedure.
- To attend regular meetings with the allocated line manager.
- To undertake such other duties, training and/or hours of work as may well be required by the Principal within a reasonable workload and which are consistent with a substantial, core subject curriculum leader role.

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GENERAL:

- i) to consistently promote the ethos and values of the Church of England’s Vision for education that students should experience “life to the full.”
- ii) to promote the core principles of Wisdom, Hope, Community and Dignity in all aspects of students’ work.
- iii) To support our culture that states High Expectations lead to High Achievers
- iv) to comply with, promote and act in accordance with all policies.
- v) to support and mentor other members of the team and maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- vi) to keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- vii) to comply with data protection legislation and expectations for confidentiality.
- viii) to develop your effectiveness in a support role through up-dating your knowledge and skills and seeking and taking account of constructive feedback on your performance and make effective use of the development opportunities available to you
- ix) To promote and safeguard the welfare of students in your care or that you come into contact with in accordance with the whole school Safeguarding and Child Protection Policy
- x) Any other duties commensurate with this post as directed by the Principal

NOTES

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Business Unit Head or nominated representative (in consultation with the postholder) to reflect the changing needs of the Academy.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal or his/her representative.

This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the post holder.

Signed: **Date**

Post Holder

Signed: **Date**

Principal

Safeguarding and protecting our children and young people from harm is central to the Academy’s ethos. We want to make sure that children and young people feel safe and secure. Therefore, this post is subject to an enhanced DBS check.

High Expectations lead to High Achievers

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