

Newall Green High School

Job Description



POST TITLE: Curriculum Leader ICT & Computing. MPS TLR2b

STATUS OF THE POST

This is a middle management post within the school's revised structure.

MAIN RESPONSIBILITIES OF THE POST

In addition to those professional responsibilities which are common to all classroom teachers in the school, the post holder's key responsibilities will be:

- To deliver high standards of teaching, learning and student achievement in ICT & Computing for all students attending Newall Green High School.
- To proactively support the day to day operation of the school under the overall direction of the Headteacher.

The post holder is accountable to a nominated Senior Leader and to the Headteacher.

PROFESSIONAL RESPONSIBILITIES

The post holder will be expected to match the characteristics described in the Teachers' Standards Framework, as appropriate to his/her career stage, and will be required to exercise his/her professional skills and judgement to carry out, in a collaborative manner, the professional duties set out below: -

Making an impact on the educational progress of students beyond those directly assigned.

- To ensure that students experience an educational programme that is personalised to their particular needs, as identified through a robust assessment system
- To lead teaching and learning development in the curriculum area in line with school and national policy
- To lead strategic work on interventions to raise student achievement & attainment across the curriculum area
- To ensure that all students secure good educational outcomes within the curriculum area, particularly those that are disadvantaged or have SEN and / or disabilities so that they make good progress from their starting points
- To monitor planning, curriculum coverage and learning outcomes for the curriculum area
- To develop and monitor specific curriculum initiatives within the curriculum area
- To develop a positive working environment in the curriculum area that supports students' learning
- To ensure positive behaviour for learning for all students in line with the school's behaviour management policy
- To ensure that appropriate targets exist for individual students, in the curriculum area, for each of the school's five year groups
- To monitor and review student progress against targets, ensuring appropriate follow-up action
- To ensure all curriculum staff comply with the school's assessment, recording and reporting procedures

Leading, developing and enhancing the teaching practice (or work) of others

- To be professionally accountable for the work of all members of the curriculum area together with any assigned technical or support staff

- To lead, hold accountable, develop and support the curriculum team to manage student achievement across the curriculum area and to ensure the team makes a measurable contribution to relevant school targets at KS3 and KS4
- To be responsible for the performance management of individual staff as named in the school's performance management schedule
- To be responsible for the induction of all new staff within the department
- To provide an effective role model in terms of own classroom practice and keeping abreast of national developments in the teaching of ICT & Computing
- To foster a shared vision in the curriculum team which reflects the whole school vision and to enthuse, inspire and motivate all team members
- To monitor the quality of teaching and learning through lesson observations and other strategies, sharing judgements with colleagues as appropriate
- To identify key professional development needs, ensuring that such needs are addressed through the provision of high quality coaching, mentoring and curriculum based INSET
- To promote an ethos of teamwork and a culture of sharing, motivating colleagues and ensuring effective professional and working relationships

Managing and developing the curriculum area

- To ensure that the aims and objectives of the curriculum area are the subject of regular review and consultation
- To ensure appropriate policies are in place and are adhered to across the curriculum area
- To ensure effective curricular resource management & deployment to maximise student achievement & attainment
- To manage the finance allocated to the curriculum area and provide value for money
- To ensure the accuracy of the departmental resource inventory
- To ensure that appropriate risk assessments are completed and Health & Safety requirements are complied with
- To ensure the environment within the curriculum area is conducive to learning

Other specific responsibilities

- To ensure effective liaison with internal and external support agencies
- To develop liaison with primary schools and post 16 providers to ensure continuity and progression
- To ensure effective liaison and collaboration with peers in other schools to share, disseminate and develop good practice
- To develop effective liaison with parents/carers informally and through formal home/school communications procedures
- To co-ordinate events/provision delivered to students by outside organisations
- To lead the curriculum area's contribution to the school's ongoing self evaluation process
- To make a substantial contribution to the production, implementation and review of the School Development Plan and contributing, where appropriate, to school improvement priorities across the curriculum
- To collaborate with other curriculum areas to raise attainment through developing overlapping improvement strategies and cross curricular learning opportunities
- To work closely with key staff to achieve the targets in any School Action / Development Plans
- To promote the provision of a range of enrichment activities and extra curricular activities across the curriculum area
- To carry out any other reasonable duties as assigned by the Headteacher

This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the school year. These will be derived from the School Improvement Plan and other school priorities.

Person Specification:

In order to succeed in this role, a candidate will need:		Evidence
<p><u>Training / Qualifications / Experience</u></p> <ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • A degree or equivalent qualification • Recent participation in CPD activities • Successful teaching experience in the 11-16 phase • Evidence of good student examination outcomes 	<p>T D E E E</p>	<p>A A A / I A A</p>
<p><u>Professional Knowledge & Understanding</u></p> <ul style="list-style-type: none"> • Excellent subject knowledge • Good understanding of current curriculum developments • Knowledge of strategies for raising achievement of all students in an urban educational setting • Understanding of effective Teaching, Learning & Assessment strategies • To be a caring and committed professional who has the highest expectations of all students 	<p>E D D D E</p>	<p>A / I / S A / I A / I I / S A / I</p>
<p><u>Abilities / Skills / Qualities</u></p> <ul style="list-style-type: none"> • To be an excellent classroom practitioner • Knowledge of effective leadership and management strategies • Excellent communication skills with the ability to relate to all sectors of the school community • The ability to monitor, evaluate and challenge using a range of evidence • To be able to prioritise, plan and organise themselves and others • Good ICT skills • The ability to develop effective relationships • The ability to enthuse, inspire, support and motivate others 	<p>E D D E E D E E</p>	<p>S A / I A / I / S A / I A / I A / S I / S I / S</p>
<p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • To be committed to full involvement in the extra-curricular activities of the school • To be able to successfully collaborate with colleagues across different departments and in different phases of education 	<p>E D</p>	<p>A / I A / I</p>

T = Threshold (Minimum requirements), E = Essential, D = Desirable

A = Application, I = Interview, S = Selection Activities (e.g. Lesson Observation)