

JOB DESCRIPTION

Post Title: **Head of ICT and Business**

Salary: MPS - UPS3, plus TLR2c

Hours: Full Time

Responsible to: Assistant Headteacher

Responsible for: Leadership of ICT/Business team

Pensby High School is a mixed 11-16 school, situated on the Wirral. The local authority continues with a tested grammar school system and Pensby High School whilst operating along comprehensive lines, is a non-selective school.

The school operates within an equal opportunities policy which emphasises a positive education for all members of our community and all staff promote values of tolerance, and respect for all.

The core function of the post is to lead the ICT and Business Studies department and be accountable for students' learning and outcomes in this subject. To ensure that all staff have access to and follow clear, challenging learning plans, and that the needs of all students are met in the classroom and beyond.

It is expected that the post holder will carry out her/his responsibilities within this framework.

Job descriptions are subject to review and amendment.

Duties as a Subject Leader ICT/Business:

Within the subject:

- Provide leadership for staff, students and parents
- Create a vision for ICT and Business, and make it happen
- Be an example to all of (a) subject knowledge and (b) the highest standards of teaching and professional conduct
- Delegate responsibilities as appropriate
- Establish and maintain a positive and productive work ethos, through encouraging a sense of teamwork and recognising the contribution of all staff
- Ensure that the relationships and standards of behaviour of staff and students fully support student learning
- Take the lead in promoting dynamic, innovative, positive and productive work habits such that all staff and students work in an atmosphere where they have the best possible chance of realising their potential
- Ensure that assessment is able to recognise the whole range of abilities and that these fit in with the whole school policy
- Promote and develop the sharing and implementation of good practice
- Manage the delegated budget associated with the subject according to the policy and frameworks within the school

Within the school:

- Manage the subject in accordance with the overall strategic aims of the School

- Provide a strategic view of the development of the subject and formulate subject development plans.

Teaching and Learning:

- Develop schemes of learning and associated resources that challenge and support all students
- Ensure that all students have access to the National Curriculum and appropriate courses in Key Stage 4
- Be responsible for the quality and development of teaching and learning within the department
- Be responsible for the quality of academic results within the subject and students' learning
- Develop a long-term cohesive pathway of learning, allowing for progression of all abilities; ensuring that all teaching is differentiated for the needs of students
- Monitor that all levels of planning for learning are in place and promote outstanding progress for all students
- Follow procedures and practices to monitor and ensure the quality of teaching and learning within the subject, following the agreed quality assurance programme
- Monitor student progress over time and ensure that suitable interventions are in place for all students who require additional support
- Develop whole school priorities such as literacy, numeracy, and PLTS through long, medium and short-term planning for learning, and use these to promote independent learners
- Inspire a love of the subject in general by acting as a role model and showing enthusiasm for the subject.

Monitoring and Assessment:

- Monitor that students' work is marked by all staff, following the guidelines set down by the department
- Ensure that all assessments are accurate and stretch, and challenge every student
- Provide feedback on individuals or groups of students as and when required
- Use the information from regular assessment to impact upon the planning for future learning
- Provide reports, grades and written commentaries of students as and when required
- Ensure that all lessons are registered via the school's electronic registration system.

Subject Knowledge and Understanding:

- To act as the subject specialist within the school – ensuring that curriculum/subject knowledge is kept up to date for all staff who teach in the area
- Ensure that an up to date knowledge of subject matters, especially programmes of study, assessment criteria and examination specifications is maintained
- Seek constantly to improve and disseminate the knowledge of pedagogy and therefore the quality of teaching within the subject area
- Take account of the student experience in ICT/Business to enhance the role of students in planning their learning and future priorities.

Professional Standards and Development:

- Seek to actively engage with the school's CPD opportunities and make use of these to review own and others' practice
- Conduct self as a role model for all members of the school community
- Provide cover for absent colleagues as defined by the school's 'rarely cover' policy
- Take an active part in the Health and Safety policy personally and as it applies to all members of the school community
- Be familiar with and support school policies
- Establish effective working relationships with all colleagues, ensuring that high standards are maintained in all lessons
- Seek out professional development opportunities that benefit both self and the wider school community
- Show willingness to engage in the wider life of the school and take an active part in the extra-curricular offer
- Be aware of the professional standards as they are laid down and ensure that their practice supports standards relevant to their career profile and that of others
- Support through interactions with students the SEN Code of Practice and consider the needs of all vulnerable groups within the school
- Organise and minute subject meetings.

Pastoral:

- All members of staff at Pensby School have a pastoral responsibility; students' well-being and achievement must be at the heart of what we do.

All staff at Pensby are expected to take an active part in the safeguarding of students and the wider community and ensure that their behaviours reflect the expectations set out in the staff code of conduct.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

Person Specification: Subject Leader: ICT/Business

E = Essential

D = Desirable

Demonstrated by:

A = Application process

I = Interview process

Experience:	E/D	A/I
Excellent teaching skills	E	A/I
Experience of teaching across Key Stages 3 & 4	E	A/I
Ability to use ICT and new technologies to support learning	D	I
Experience of more than one school	D	A
Qualifications and Training:		
Degree in related subject	E	A
PGCE or equivalent	E	A
Knowledge:		
Up to date knowledge of curriculum, both national and exam specific	E	A/I
A sound understanding of pedagogical practice in relation to teaching and learning in a school setting	E	I
A good understanding of strategies to raise student attainment	E	I
Aptitudes:		
Skilled classroom practitioner	E	I
Highly effective communication skills	E	A/I
Ability to form strong working relationships with peers and students	E	I
Ability to lead and manage an effective team	E	I
Capacity and willingness to evaluate own and others performance	D	I
The ability to develop strong relationships with all students	E	A/I
Willingness to contribute to the wider life of the school	E	I
Values:		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for schools and the teaching of your subject	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Safeguarding and welfare of the school community:		
The ability to maintain appropriate relationships with all members of the school community	E	A/I
The ability to manage student and colleagues' behaviours in a positive way	E	A/I
Be clear on your motivation to work with young people	E	I