

# Holy Family Catholic High School

## Job Description

<b>Job Title</b>	Subject Leader of Computing/IT
<b>Salary</b>	MPS/UPR
<b>TLR Scale</b>	2B
<b>Accountable to</b>	SLT link
<b>Responsible for</b>	Teachers of Computing/IT and IT Technician
The post-holder is subject to the conditions of employment contained in the School Teachers' Pay and Conditions Document and The National Teacher Standards.	

<b>Job Purpose</b>
<ul style="list-style-type: none"> <li>▪ To ensure the continued development and delivery of high quality teaching, learning and progress in Computing/IT.</li> </ul>
<b>RESPONSIBILITIES of the POST-HOLDER</b>
<p>Leadership - the strategic direction and development of the subject:</p> <ul style="list-style-type: none"> <li>• Have a vision for the development of the curriculum area.</li> <li>• Show ambition, enthusiasm, drive, and clarity of vision that will positively impact on the work and attitude of both staff and students.</li> <li>• Implement and promote the aims, policies and procedures of the school.</li> <li>• Create, implement and monitor curriculum area policies and procedures, which reflect the school's commitment to high achievement.</li> <li>• Design an ambitious and engaging curriculum at all key stages.</li> <li>• Create, implement and monitor an appropriately broad, balanced, relevant and adapted curriculum for students, ensuring that schemes of work and assessment procedures are produced and reviewed regularly, at least on an annual basis.</li> <li>• Seek to ensure that the curriculum meets statutory and examination board requirements, and that the curriculum develops students' literacy and numeracy skills alongside the development of SMSC.</li> <li>• Plan, implement and evaluate the Subject Development Plan and SEF.</li> <li>• A commitment to an enriched and extra-curricular programme.</li> </ul> <p>Teaching and learning:</p> <ul style="list-style-type: none"> <li>• Deliver and promote effective learning and teaching strategies within the curriculum to meet the needs of all students.</li> <li>• Evaluate the quality of teaching and its impact on student progress and use the findings to inform planning and classroom practice.</li> <li>• Analyse student progress and ensure that any intervention required is rapid and effective.</li> <li>• Have a relentless focus on closing the progress gap with identified groups that are underachieving, particularly Pupil Premium and SEND.</li> <li>• Maintain discipline in accordance with the school's procedures, and encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• Ensure that all learners are fully prepared for both internal and external assessments and examinations with clear strategies, hints and tips outlined to support exam success.</li> <li>• Use formative and summative assessment with feedback to aid learning.</li> <li>• Take part in the school's CPD programme and continue to develop your own professional development in the relevant areas including subject knowledge and teaching methods.</li> <li>• Engage actively in the performance management/appraisal review process.</li> <li>• Communicate effectively with the parents of students as appropriate.</li> <li>• Take part in liaison activities such as parents evenings, open evenings and liaison events with partner</li> </ul>

schools.

- Contribute to the development of effective subject links with external agencies.
- Take on the role of a form tutor in the school, supporting the school culture, ethos and sense of family.
- Contribute to PSHCE and citizenship and personal development programmes according to school policy.
- Set high expectations which inspire, motivate and challenge students.

Resource management - efficient and effective deployment of staff and resources:

- Manage the efficient deployment of technical staff and support staff.
- Identify and employ appropriate resources for the subject and seek to ensure their effective use.
- Seek to ensure a safe, secure and stimulating environment for the learning and teaching of the subject.
- Be responsible for efficient management of curriculum finance.
- Be responsible for ensuring that appropriate work is available whenever there is an absence.
- Seek to ensure all relevant Health and Safety regulations are observed.
- To take overall responsibility for the appearance of curriculum area rooms, and to direct appropriate support staff to produce high quality displays.

Other responsibilities include:

- Form Tutor role and contribute to the delivery of the school's form time and PSHE programmes.
- Coordinate and lead meetings within the department and attend key whole school events, e.g. open evenings, parents' evenings etc.
- Lead relevant CPD provision for staff within the school where appropriate.
- Holy Family Catholic High School is totally committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and to support and reinforce the associated school policies and procedures
- To be a role model and act as an ambassador for Holy Family Catholic High School in and outside the school by: speaking positively about the school in the local community; upholding a commitment to excellence at all times and by dressing appropriately and smartly i.e. in accordance with the school's dress code.
- Support the school's Catholic ethos.