WALBOTTLE CAMPUS

DIRECTORATE:	Education and Libraries
SCHOOL:	Walbottle Campus
POST TITLE:	**2nd in Department: Business/ICT**
SCALE:	**TLR 2b**
RESPONSIBLE TO:	Head of ICT
RESPONSIBLE FOR:	Continued delivery of high quality learning and teaching in ICT: • Leading learning: - monitoring the use of data and assessment strategies to measure student progress. • Leading teaching: - developing the teaching practices of others, through review, staff development and recognition. • Leading curriculum development: - accountability for reviewing, planning and implementing changes of curriculum delivery. • Leading staff: - having line management responsibility for other subject teachers.
MAIN DUTIES:	The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Key responsibilities:

Leading learning:

- To support the development of a departmental ethos of high expectation and achievement that reflects whole school policy and principles.
- To use data to inform groupings, analyse preferred learning styles, to set individual learning targets for students and to review whole department progress and targets.
- To support the implementation of whole school policies of Assessment for Learning and Leading in Learning.
- To ensure the regular monitoring of student progress to provide feedback to students and parents.
- To support the creation of a stimulating learning environment within the department and ensure that current student work is prominently displayed.
- To support the department's response to Every Child Matters to ensure that learning is inclusive and takes account of the individual needs of all students, ranging from those with learning difficulties to those with special talents.
- To encourage off-site learning and to ensure that all requirements for Educational Visits are adhered to.

Leading teaching:

- To maintain high levels of personal subject expertise and to act as a model practitioner, subject trainer and networker in order to identify and share good practice.
- To lead staff in the use of a wide range of approaches to the technology of teaching.
- To lead and support staff in the department's implementation of the school behaviour policy.
- To monitor the quality of teaching within the department, to celebrate and disseminate good practice and to challenge poor performance if it occurs.

Leading curriculum development:

- To be an advocate for the subject, and to deputise, as necessary, for the head of department at HoDs meetings, LEA meetings and other instances as required.
- To maintain a continuous quest to seek improvement through curriculum design and delivery and to prepare and lead staff through any changes that occur.
- To lead curriculum development and delivery for a specific key stage or aspect of the subject (as determined by the HoD).

Leading staff:

- To support new staff, including ITT students, to become happy, valued and valuable members of the department.
- To support the head of department in preparing for the twice yearly department reviews, including on-going evaluation of self and other staff.
- To assist in ensuring the quality of staff reports to parents.
- To manage the Appraisal process for a given number of department staff, including the identification of their C.P.D. needs.
- To direct other staff, including support staff, learning support assistants and peripatetic teachers, where appropriate, on a day to day basis.
- To support the head of department in monitoring the consistent application of whole school policies by staff.

January 2013