

# SETTLE COLLEGE

## Subject Leader – ICT

### TLR 2.1 Job Description

**Name:**

**Date appointed:**

**Revised:**

#### Purposes of the Post

The Subject Leader ICT will exercise the duties outlined in the generic job descriptions for a standard scale teacher and the DES subject standards.

#### Relationships and Responsibilities

1. The post holder is responsible in the first instance to the Vice Principal (Learning & Teaching)
2. The post holder will also be allocated a mentor from the Extended Leadership Team
3. The post holder also interacts on a professional level with colleagues and in particular with senior staff in order to promote mutual understanding of the subject within the College curriculum with the aim of raising standards through improving the quality of leadership and management and learning and teaching within the College.
4. Management of the work of any Teaching Assistants and clerical staff who may be allocated to support the subject.
5. Many aspects of the job description carry line management responsibilities. It is the post holder's responsibility to ensure that those they line manage are able to carry out their duties. This will be achieved through regular monitoring and classroom observation meetings. If it is felt that duties are not being effectively carried out it will be the Subject Leader's responsibility to instigate measures for support and training and report progress to the Principal.

#### Main Duties

In addition to the duties of a teacher the main employment duty attached to the post is to take responsibility for the leadership and management of the subject including:

- a) Playing a major role in ensuring that the College's over-all curriculum is complementary and co-ordinated;
- b) To identify developments and targets for inclusion in the College Improvement Plan and to evaluate their implementation;
- c) Where relevant to play a part in setting and monitoring Technology College targets;
- d) Ensuring that the curriculum within ICT is balanced and co-ordinated;
- e) Working to ensure that students have access to any extra curricular opportunities relevant to the subject such as field work;
- f) Ensuring that the curriculum offered by the subject is planned, implemented and reviewed within the framework of both local and national policies and that appropriate syllabuses and schemes of work are established, evaluated and developed;
- g) Ensuring that subject policies on Assessment for Learning, Learning & Teaching and Behaviour for Learning are drawn up and implemented consistent with college policy;

- h) To take an active role in self-evaluation, regularly observing the work of colleagues and providing opportunities for ongoing feedback and reflection on the nature of learning and teaching;
- i) To act as a Reviewer within the College's Performance Management system;
- j) Where relevant to provide support for other post holders within the subject on:
  - Schemes of work
  - Departmental handbooks
  - Ensuring that students are assessed in line with national criteria
  - Curriculum; KS3, GCSE, applied & vocational subjects, AS and A2 and that the criteria of examination boards are understood by all colleagues
  - Ensuring that new technologies are used effectively within the subject and liaising with the Vice Principal (Learning & Teaching) to ensure that all colleagues are confident in the use of interactive technology;
- k) Contributing to the selection for appointment and professional development of teaching and non-teaching staff within the subject area;
- l) Acting as a focus and an initiator for staff and curriculum development in their curriculum area and on a broader front to support College and departmental priorities and the personal development of staff;
- m) Leading meetings of teachers within the curriculum area as required;
- n) Reporting matters arising from meetings;
- o) Representing or arranging for subject representation at all appropriate meetings in college and with other agencies;
- p) Identifying, arranging, organising and supporting such inter-disciplinary and cross-curricular courses and activities as may be appropriate in conjunction with the Vice Principal;
- q) Co-operating with the appropriate Assistant Principal in developing links with feeder Primary schools, Settle College Sixth Form, other 16+ centres and local employers;
- r) Appropriate liaison with other colleagues in all matters concerned with the timetable, curriculum, student groupings, examinations and related matters;
- s) Overseeing the budget setting process within the subject and allocating the subject capitation and INSET budget;
- t) Ensuring that subject stock and equipment are well cared for, economically and effectively used;
- u) Health and Safety of students and staff within the subject;
- v) The subject leader is expected to foster a lively and enthusiastic atmosphere within the subject for both staff and students;
- w) To ensure that the subject rooms present a stimulating environment and to arrange, promote and support such activities as will enhance students' awareness of the subjects and thus enrich the life of the college;
- x) Liaison with other schools, professional organisations etc to investigate and share good practice

The job description may include all such other duties as the Principal and Governors may reasonably expect from time to time.

**Signed**..... **Date** .....