



## Your Academy...Your Future

<b>Post Title</b>	Leader of IT
<b>Main Purpose of the Job</b>	<p>To be responsible for the proactive leadership and management of the department, ensuring all Academy set targets are met and exceeded in relation to student attainment and achievement.</p> <p>To drive standards of student attainment and achievement in IT and to monitor, support student and evaluate progress.</p> <p>To be accountable for student progress and development within the subject area.</p> <p>To develop and implement new pedagogical practices throughout the departmental to foster and develop students' independent learning skills, harnessing and using new technologies and developing real world learning.</p> <p>To be effective in influencing the teaching and pedagogy of others in the department.</p> <p>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and the Principal of the Academy.</p> <p>To be accountable for leading, managing and developing the subject/curriculum area.</p> <p>To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.</p> <p>To manage and support the zone of the Academy where IT is taught.</p>
<b>Responsible to</b>	Junior Assistant Vice Principal
<b>Responsible for</b>	<p>Teaching staff and other relevant personnel within the department.</p> <p>The development of new pedagogical approaches throughout the Scheme of Work to promote and embed independent learning skills.</p> <p>To be responsible for, and regularly review and upkeep the Academy self evaluation (SEF) and departmental plans (DIP).</p> <p>To participate in quality assurance activities across the Academy.</p> <p>To carry out work scrutiny, moderation and other QA activities to ensure secure and well evidenced student progression and quality teaching and learning delivery.</p> <p>To ensure all student progress data meets all reporting deadlines and ensure progress reports by class, by teacher and by department are fully analysed and tracked against targets, to ensure underachievement, by teachers and students is tackled quickly and effectively.</p>

	<p>To analyse the data, against benchmarks, to report upon patterns and trends and use this information to enhance development work.</p> <p>To ensure that up to date requirements of examination and assessment bodies and courses are known, observed and fully implemented by all members of the department.</p>
<b>Academy Type</b>	The Academy is a publicly funded independent secondary school for students aged 11 to 16.
<b>Grade</b>	Leadership 1-5
<b>Contract Type</b>	Full Time/Permanent
<b>Disclosure Level</b>	Enhanced
<b>Expectations</b>	<p><b>There is an expectation that all adults who work at Castle View Enterprise Academy will:</b></p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision.</li> <li>• Have respect and care for students and all other adults.</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> <li>• Contribute to the Academy enrichment programme.</li> </ul>
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.</li> <li>• The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.</li> <li>• To actively monitor and follow up student progress, set up teaching systems and establish interventions for under achieving students.</li> <li>• To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.</li> <li>• To attend meetings as required.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• To liaise with the Junior Assistant Vice Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Development Plan.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To lead curriculum development for the whole department.</li> <li>• To keep up to date with national developments in subject areas and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> <li>• To liaise with the Junior Assistant Vice Principal to maintain accreditation with the relevant examination and validating bodies.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that the development of own curriculum area is in line with national developments.</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• To work with the Junior Assistant Vice Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To continue own professional development as agreed with the Junior Assistant Vice Principal.</li> <li>• To undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated department.</li> <li>• To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality control systems.</li> <li>• To establish the process of the setting of targets within the department and to work towards their achievement.</li> <li>• To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.</li> <li>• To contribute to the academy procedures for lesson observation.</li> <li>• To implement academy quality procedures and endeavour to ensure adherence to those within the department.</li> <li>• To monitor and evaluate the curriculum area/department in line with agreed academy procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> </ul>
<b>Management Information</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.</li> <li>• To make use of analysis and evaluate performance data provided.</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• To produce reports within the quality assurance cycle for the department.</li> <li>• To produce reports on examination performance, including the use of value-added data.</li> <li>• To manage the department's collection of data.</li> <li>• To provide the Trust Board with relevant information relating to the departmental performance and development.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the department are familiar with its aims and objectives.</li> <li>• To ensure effective communication/consultation as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.</li> <li>• To represent the department's views and interests.</li> </ul>

	<ul style="list-style-type: none"> <li>• To contribute to the planning and delivery of Academy liaison activities.</li> <li>• To lead the development of effective subject links with partner schools and the community, promoting subjects effectively as liaison events in the Academy, partner schools and the wider community.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> <li>• To provide information for Academy reports and newsletters.</li> </ul>
<b>Marketing and Liaison</b>	<ul style="list-style-type: none"> <li>• To lead the development of effective subject links with partner schools and the community; to attend Parents' Evenings and other relevant events.</li> <li>• To actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• To work with the Junior Assistant Vice Principal in order to endeavour to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>• To be a form tutor to an assigned group of students.</li> <li>• To promote the general progress and well-being of individual students.</li> <li>• To be responsible for the overall welfare, good order and discipline of the student body within the department.</li> <li>• To apply the behaviour management systems so that effective learning can take place.</li> <li>• To lead the departmental team in motivating students and promoting a 'can do' culture at all times.</li> <li>• To liaise with the Head of Year to ensure the implementation of the Academy's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To oversee student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To plan, prepare, deliver and assess PSHCE according to the Academy policy.</li> </ul>

<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and endeavour to ensure staff and students to follow this example.</li> <li>• Support the Academy in meeting its legal requirements for worship.</li> <li>• Actively promote the Academy's corporate policies.</li> <li>• Comply with the Academy's health and safety policy and undertake risk assessment as appropriate.</li> <li>• Carry out other reasonable tasks from time to time as directed by the Principal.</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the performance review process.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> <li>• The Academy will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</li> </ul>

***Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.***

## Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
<b>Experience</b>	
A positive and successful teaching experience whilst training / working.	E
Subject leadership role.	D
Experience of full-time teaching.	E
Experience of leading and managing staff.	D
Experience of self evaluation.	D
<b>Qualifications &amp; Training</b>	
A teaching qualification in IT.	D
Experience of teaching and assessing courses.	D
Knowledge of exam board specifications.	E
Knowledge of assessment procedures.	E
<b>Skills, Knowledge &amp; Aptitude</b>	
A sound knowledge and experience of teaching IT.	E
A clear understanding about how children learn.	E
A sound base of experience in effective classroom management.	E
An ability to form positive relationships with students.	E
Exceptional IT skills and experience of a cross curricular approach.	D
<b>Attributes</b>	
Able to show initiative and insight in order to inspire students.	E
Setting of high standards for self and students.	E
Committed to hard work.	E
An ability to respond effectively to challenging behaviour.	E
A wish to introduce new ideas for the benefit of students and the department.	D
Sense of humour.	D
<b>Other Requirements</b>	
A willingness to contribute to the extra-curricular activities within the faculty.	E
Experience in a range of extra-curricular activities.	D