



**THE CORBET SCHOOL**

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## **The Role of Subject leader of Computing and ICT in the Maths and Computing Faculty**

**TLR 2B**

### **GENERAL ROLE**

**The role will be responsible to the head of the maths and Computing faculty, but will be largely autonomous**

### **Subject leader of Computing and ICT**

- To establish and encourage the use of appropriate teaching styles and to advise on classroom management as necessary.
- To develop and select suitably differentiated teaching materials and resources, to suit all ability levels.
- To ensure continuity and progression for pupils across the phases of education and, in particular, from Key Stage 2 to Key Stage 3.
- Take a lead role in maintaining and developing the KS3 ICT schemes of work and responsible for the planning and delivery of G.C.S.E computing
- To support the Head of faculty by monitoring the quality of teaching and learning within the department, through the observation of lessons and the on-going review of standards achieved by pupils.
- To promote the sharing of good practice both within the Department and across the school and to help implement the increased use of ICT and as an instrument to promote independent learning.
- To help initiate collaborative cross curricular projects both in school and with local Primary and Secondary schools.
- To organisation of trips and relevant educational visits as required.
- To work with the schools IT support team and business manager in deciding on appropriate educational ict provision
- To keep up to date with developments in ICT and Computing education and undertake relevant training.
- To develop systems of assessment which meet the requirements of the National Curriculum, G.C.S.E and satisfy the School policy.
- To establish and maintain assessment records and oversee completion of any reports on pupils.

- To have a sound knowledge and understanding of how pupil data can be used to evaluate department and whole school performance and progress.
- To use pupil data in planning and target setting within the department.
- To be responsible for the conduct and behaviour of pupils within the department, and to establish a system of support for staff in cases of indiscipline
- To teach a cross section of the courses and teaching groups covered by the department.
- To ensure that any relevant extra-curricular activities or visits operate within the governors' charging policy and follow the School Trips Policy.
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department.
- To contribute to the department's development plan and its implementation.
- To plan and prepare suitably differentiated courses and lessons, in line with the department's scheme of work.
- To contribute to the process of monitoring and evaluation of the department in line with agreed school procedures, including evaluation against Ofsted standards and performance criteria.
- To teach, pupils according to their educational needs, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To ensure that ICT, Literacy, Numeracy and relevant cross-curricular themes are reflected in the teaching/learning experience of pupils.
- To attempt to use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework, so that effective learning can take place.
- To undertake assessment of pupils as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback according to departmental and school policies
- Take responsibility for specific tasks delegated by the Head of faculty (See specific role below).
- Support the Head of faculty by arranging class work, during the absence of colleagues within the computing & ICT area of the faculty , should the need arise.