

Teaching and learning Responsibility Job Description for ICT

Job title:	Class teacher and TLR Lead for ICT
Whole school area of accountability:	Teaching and learning responsibility for ICT
Responsible to:	The Principal, members of senior leadership team (SLT) and the governing body

Main purpose of the job:

- Take specific responsibility and accountability for the day to day management and organisation of your TLR responsibility area
 - Be an excellent classroom practitioner
 - Have an impact on educational progress beyond your assigned pupils
 - Appraise the quality of teaching in all teachers and develop their teaching skills through coaching and mentoring strategies focusing on ICT
 - Develop and implement an ICT curriculum
 - Review timetables at the start of the academic year
 - Create assessment on Evidence for Learning
 - Enable and guide staff to embed ICT into their learning.
 - Design an affective approach to enabling students to use ICT in everyday living tasks.
-

Duties and responsibilities

In addition to carrying out the duties of a class teacher as outlined in the current *School Teachers' Pay and Conditions Document*, the post holder receives a TLR2 for ICT.

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of the School Improvement Plan relevant to your TLR area
- Ensure that the work of the whole school is inclusive, and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by all staff and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- As appropriate contribute to the writing of self-evaluation and policy documents
- Promote cross curricular approaches to teaching and learning
- Be a proactive and effective member of leadership for the school.
- Be an effective role model for all staff in terms of teaching, behaviour and classroom management

Teaching and learning Responsibility

Job Description for ICT

Teaching and learning responsibility

- Lead ICT across the whole school
- Have overall responsibility and accountability for your TLR area ensuring curriculum continuity, consistency, balance, match and progression
- Lead regular meetings relevant to your TLR area with appropriate colleagues
- Develop, demonstrate and/or promote teaching and learning activities appropriate to the full age and ability range.
- Ensure that there is effective monitoring of ICT, that informs the strategic direction of ICT.
- Implement ICT to enable students to become independent e.g. the use of QR codes and communication aids for some students.
- To ensure that ICT is embedded in all the curriculum.

Monitoring and assessment

- Together with the SLT and WLT of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium-term planning
- To work in collaboration with the SLT and ensure that ICT is meaningful and purposely embedded within each subject area e.g. literacy

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate
- To share good ICT practice within each pathway and support staff to develop ICT within their teaching.

Teaching and learning Responsibility Job Description for ICT

PERSON SPECIFICATION		
Qualifications	Essential	Desirable
Qualified teacher status or recognised equivalent	√	
Experience		
Experience of teaching across a variety of age ranges relevant to the post.	√	
Recent experience of successfully co-ordinating or leading a curriculum area.		√
Professional knowledge		
A clear understanding of the essential qualities necessary for improving the quality of learning and teaching.	√	
In depth knowledge of the curriculum/area as relevant to the TLR role being applied for	√	
Up to date knowledge of statutory regulations and guidance relating to the post	√	
Professional skills		
Demonstrate consistently high quality teaching strategies	√	
Support and motivate both colleagues and pupils by leading through example.		
Communicate effectively to a wide range of audiences (verbal, written, using ICT as appropriate).	√	
Manage a team to successfully achieve agreed goals.	√	
Develop and deliver effective professional development for staff as appropriate.	√	
Be an effective team player who works collaboratively and effectively with others.	√	
Analyse data to evaluate this TLR area for the performance and achievement of pupil groups, pupil progress and be able to plan appropriate course/s of action for improvement.	√	
Contribute effectively to the work of the Principal and the senior leadership team.	√	

Teaching and learning Responsibility Job Description for ICT

Deal successfully with situations that may include difficult situations and conflict resolution.	√	
Behaviours – Demonstrate a commitment to:		
Equalities	√	
Promoting the school's vision and ethos	√	
High quality, stimulating learning environment	√	
Relating positively to and showing respect for all members of the School and wider community	√	
Ongoing relevant professional self-development	√	
Safeguarding and child protection	√	

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder _____ **Date** / /

Signature of Principal _____ **Date** / /