Post	Head of ICT & Computing
Grade	MPS/UPS + TLR 2C
Responsible to	Assistant Headteacher
Responsible for	Teachers teaching ICT/Computing
Working hours	Full-time

*Everyone at Borden Grammar School works to fulfil our **School Plan**. Our school motto "Nitere Porro" means to strive forward and the ethos of Borden is that we expect our whole community to do this, together. Our school plan focuses on supporting and inspiring students to achieve their full potential.*

Ethos
- To support the development of a sense of community, reflecting the school's values
- To work professionally as a team with other members of the department
- Proactively to help develop and maintain smooth operations within the department

Key Duties as Head of Department

1. Leadership and Management
- Lead and promote high quality teaching and learning throughout the school by modelling and sharing good practice, embracing innovative ideas, motivating staff in your department, to become good and outstanding practitioners.
- Meet regularly with and ensure the effectiveness of the teachers teaching ICT, assuring that they are supported and achieving high standards of teaching and learning.
- Undertake quality assurance processes across the department, including data tracking, lesson observation, work scrutiny, learning walks and focus groups.
- Appraise staff according to the school's appraisal structure and monitor progress towards improvement objectives. Oversee CPD needs and opportunities.
- Meet regularly with your line manager to review the progress of all students and objectives identified on the English and whole school improvement plan.
- Take initial responsibility for the care, welfare and safety of staff in the department.
- Manage a department budget and monitor correct expenditure of allocated funds.
- Evaluate the impact of your leadership on the quality of teaching and learning.
- Lead and assign proportionate responsibility amongst the team for detailed curriculum development in line with national guidelines.
- Oversee the allocation of students to groups and decisions on exam entry etc.
- Lead department meetings according to the calendar, with a published agenda.

This will also include the following to support the School Business Manager (SBM) with the following aspects of the school network:

- **Advising on network performance and reliability:** Regularly updating the SBM on the status, capacity, and security of the school's ICT systems in clear, non-technical language.
- **Supporting strategic planning:** Helping the SBM understand long-term ICT needs (e.g., upgrades, replacement cycles, and cloud solutions) so that ICT investment aligns with the school's strategic and financial priorities.

- **Ensuring compliance and safeguarding:** Providing expert advice on data protection, cybersecurity, and statutory ICT requirements, and ensuring the SBM is aware of any risks or actions required.
- **Managing external providers:** Assisting the SBM in evaluating and liaising with third-party ICT suppliers, ensuring contracts and service-level agreements meet the school's technical and operational needs.
- **Budgeting and procurement support:** Offering technical specifications and rationale for ICT expenditure to help the SBM plan, budget, and justify spending effectively.
- **Capacity building:** Supporting the SBM in developing a high-level understanding of network infrastructure and systems to enhance oversight and governance.

In accordance with the criteria and factors for Teaching and Learning Responsibility Payments, you will be required to meet the following standards whilst working with other relevant teachers in the department:

2. *Leading, developing and enhancing the teaching practice of others*

- Maintain expertise relating to your subject area and have a deep understanding of the importance and structure of the curriculum, sharing this through CPD with your team.
- Act as a role model of good practice for others, modelling effective strategies and use of data and resources with them.
- Through lesson observation of each team member, monitor and evaluate standards of teaching and application of whole school policies.
- Through discussion with the line manager, plan and implement short and long term strategies to improve teaching where needs are identified.
- Induct, support and monitor new staff.
- Oversee the work of cover teachers/supply staff and teaching assistants.
- Monitor the standard of attainment reports issued to parents and take action to ensure that they are of good quality, accurate and on time.

3. *Impact on educational progress beyond assigned students*

- Further develop a clear curriculum map for each key stage with detailed planning, timing and learning outcomes for each module or unit of work.
- Lead actions to contribute to overall school self-evaluation.
- Ensure that assessment targets are communicated to each student.
- Ensure that students are regularly and accurately assessed and that teachers' planning and intervention leads towards agreed targets.
- Monitor standards of work and achievement against actual targets.
- Monitor standards of student behaviour and application, ensuring that the school's Behaviour and Rewards and Sanctions policies are implemented.
- Plan and implement strategies where improvement needs are identified.

4. *Accountability for leading, developing and managing.*

- Provide the Headteacher and Governors with relevant subject and student performance.
- Information to include:
  - Department improvement plan, including department actions in response to published school improvement priorities
  - Department self-review
  - Detailed analysis of KS3, KS4 and KS5 attainment at review points in the year
  - Updated sections of prospectus plan, options booklet and other school documentation as required.

5. *Additional Duties*

- Any other duties that it is reasonable to expect you to undertake as directed by your line manager or headteacher.
- To work within the school's Equality and Diversity Policy.
- To ensure that the spirit of the school equal opportunities policy is implemented.

(STPCD). Shortlisting will be criteria based on the application taking into account the essential and preferred elements of the job description/person specification. Essential (E) and desired (D) are referenced below.

PERSON SPECIFICATION – HEAD OF ICT & COMPUTING

	CRITERIA:
QUALIFICATIONS	● Honours Degree in teaching subject (or related discipline) (E) ● DfE recognised Qualified Teacher Status (E) ● Further Professional Qualifications (D)
EXPERIENCE	● Ability to teach ICT and computing to all student abilities across the key stages (E) ● Willingness to teach other subjects if necessary (E) ● Evidence of and commitment to raising standards of student achievement (E) ● Experience of constructive collaboration with parents/carers (D) ● Successful school-based training in secondary age range (E) ● A record of training and on-going professional development (D)
TRAINING, SKILLS AND ABILITIES	● Can motivate, enthuse and inspire students through your ability to teach with imagination, vision, creativity and originality (E) ● Is sympathetic to the pastoral needs of pupils (E) ● Is co-operative, flexible, responsible and committed to high standards (E) ● Would be prepared to contribute to the subject/school extra-curricular programme (D)
KNOWLEDGE AND UNDERSTANDING	● Effective practice and approaches to teaching, learning and assessment (E) ● Current educational trends and developments in teaching subject/wider School matters (D) ● Effective use of ICT in teaching strategies for motivating and inspiring students, and managing student behaviour (E) ● Understanding of the importance of Continuing Professional Development and its role in improving classroom practice (E) ● Has a good knowledge of safeguarding, health and safety requirements (E) ● Has a good grasp of the importance of pastoral care and the links between learning, behaviour, wellbeing and safeguarding. (E)
PERSONAL ATTRIBUTES	● Has a passion for teaching, a love of subject, and believes every student can succeed. (E) ● Is self-motivated with the ability to work independently and take initiative in problem-solving. (E) ● Is able to adapt to the evolving needs of the department and stay current with new technologies and techniques. (E) ● Can work as part of a team, and is prepared to share and pool their ideas. May also be able to contribute to the staff community/broader life of the school. (E) ● Possesses excellent organisational skills and can meet deadlines under pressure. (E) ● Demonstrates excellent communication and interpersonal skills. Preferably also patient, optimistic and has a sense of humour. (D)

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role.

Last review date: February 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____