

**Hadlow Rural Community School**

**Job Description**

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| **Post Title:** | **Head of Business and ICT** |

**Areas of Responsibility and Key Tasks:-**

In addition to the responsibilities noted below, the post has the job description and responsibilities of a classroom teacher.

Additional Responsibilities:-

* To assist the Headteacher in the review and management of the subject
* To attend and contribute to staff and subject meetings
* To take part in and contribute in delivery of INSET
* To create and develop subject schemes of work
* To ensure that schemes of work have full curriculum coverage, continuity and progression
* To develop and co-ordinate a system of assessment within your subject area, including tracking and intervention of pupils
* To be responsible for the review, development and purchase of resources for your subject
* To support the pastoral work of the school as a lead teacher of your subject and if required, as a form tutor
* To perform an equitable share of duties
* To participate and attend meetings with parents and colleagues as necessary and required by directed time
* To participate in the school’s Performance Management System – in years 2 onwards, possibly as a reviewer of more junior colleagues
* Ensure the School’s Health and Safety policies and regulations are adhered to by all staff and pupils.
* Work to promote and contribute to the School’s Equal Opportunities Policies.
* Contribute and promote safeguarding at all times, to ensure the safety and security of pupils, staff and stakeholders.
* To lead in the implementation and development of the Young Enterprise scheme.
* To lead and coordinate the use and development of school technology including managing the school iPads and the implementation and management of any future technologies including user systems e.g. Microsoft, Google etc.
* To liaise with IT support providers to ensure appropriate software and hardware support is appropriately managed for school staff.

This description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exhaustive definition. It may be subject to modification and the post holder may be required to undertake additional duties as required by the Headteacher

**Person Specification** 

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| **Post Title:** | **Head of Business and ICT** |

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|  | **Qualifications** | **Essential** | **Desirable** |
| 1. | QTS | **√** |  |
| 2. | Good Honours Degree (2:1) |  | **√** |
| 3. | Further Accredited qualifications and CPD |  | **√** |
|  | **Professional Development** |  |  |
| 1. | Evidence of relevant CPD | **√** |  |
| 2. | Demonstrating an active role in the school beyond your own subject | **√** |  |
| 3. | Evidence of leading CPD for others |  | **√** |
| 4. | Demonstrating an active role in the wider community |  | **√** |
|  | **Experience** |  |  |
| 1. | Experience of teaching in secondary schools | **√** |  |
| 2. | Evidence of good teaching | **√** |  |
| 3. | Evidence of good outcomes for pupils in your care | **√** |  |
| 4. | Leading teams of staff to unified success |  | **√** |
| 5. | Evidence of outstanding teaching |  | **√** |
| 6. | Evidence of outstanding outcomes for pupils in your care |  | **√** |
|  | **Knowledge & Skills** |  |  |
| 1. | Thorough knowledge of your subject’s curriculum and assessment levels | **√** |  |
| 2. | Ability to work as part of a team | **√** |  |
| 3. | Ability to deliver a second subject at KS3 level |  | **√** |
| 4. | Understanding of equal opportunities issues in an education context | **√** |  |
| 5. | An understanding of safeguarding and its importance within a School environment. | **√** |  |
|  | **Personal Attributes** |  |  |
| 1. | Organisational ability and a reflective practitioner | **√** |  |
| 2. | Flexibility, enthusiasm and commitment | **√** |  |
| 3. | High expectations of students and high standards of your own work | **√** |  |
| 4. | Suitable to work with children. | **√** |  |
| 5. | An excellent attendance record | **√** |  |