

Role Profile			
<b>Role</b>	<b>Head of ICT Department</b>	<b>School</b>	<b>United School International</b>
<b>Direct Reports</b>		<b>Reporting To</b>	Head of Secondary
<b>Role Purpose</b>			
<p>Responsible for the quality of learning, progress and attainment of all students, providing a secure foundation from which to achieve high standards in all areas. They will act as a key member of the teaching team, working with the Head of Secondary and Executive Principal to ensure high quality teaching, effective use of resources, and the highest standards of care, learning and achievement for all students.</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties. The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.</p>			
<b>Key Accountabilities</b>			
<p><b>1. Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>Understands the professional duties of teachers and the relevant teaching frameworks to actively promote and achieve required levels of progress and attainment for all students;</li> <li>Utilise excellent subject knowledge to plan and teach the curriculum to an international student population, ensuring the health, safety and wellbeing of all students is safeguarded at all times;</li> <li>Take responsibility for implementing school policies, including those relating to education and learning, development, and equality of opportunity;</li> <li>Keeps up to date with National developments in teaching specialism(s) in particular general and teaching practice and methodology;</li> <li>Ensure consistency with wider aims of the school and develop strategies and practices which support transition between key stages.</li> <li>Monitor the quality of learning experience and offering support and guidance where necessary.</li> </ul> <p><b>2. Planning, Teaching and Class Management</b></p> <ul style="list-style-type: none"> <li>Set clear and high expectations of students in line with the aims of the school</li> <li>Plan, resource and deliver well informed and engaging lessons, according to the school's Teaching and Learning Framework, using available data on individual students to meet the needs of all in the class</li> <li>Create a stimulating learning environment, ensuring all teaching and learning keeps students engaged through effective questioning, lively presentation &amp; good use of resources, inc. technology to support exciting teaching</li> <li>Set high expectations for student behaviour, ensuring these behaviours are modelled. Deal with inappropriate behaviour in the context of the school's relevant policies, particularly behaviour and Anti-Bullying Policies</li> <li>Set, mark and assess work to be carried out by students in lessons and as homework, providing constructive, oral and written feedback</li> <li>Record, track and monitor the progress of individual students and complete reports as required; measuring student progress and attainment accurately in line with relevant frameworks and policies</li> <li>Works in alignment with, and towards, achieving the aims of the school, the school's Mission Statement, the school Curriculum Statement and School Development Plan</li> <li>Assist the development and implementation of differentiated learning opportunities and strategies to support the needs of all students (including the gifted &amp; talented, those with learning difficulties, behavioural challenges &amp; EAL)</li> <li>Register, track and monitor student attendance at each lesson &amp; fulfil the role of Form tutor as applicable</li> </ul> <p><b>3. Professional Effectiveness and Development</b></p> <ul style="list-style-type: none"> <li>Work effectively as a member of the school team, establishing and maintaining good relationships with colleagues, parents and students;</li> <li>Manage support staff and other adults effectively, involving them where appropriate with the planning and management of student learning;</li> <li>Act as an excellent role model for the staff and students, promoting excellence, quality, and high expectations by ensuring the highest levels of quality teaching in own classes, and a continuing desire to improve and learn;</li> <li>Communicate with parents re students' progress and attend parents' evenings related to the classes taught;</li> </ul>			

- Actively contribute towards the school and actively involve themselves in the overall life of the school and the school's continuing improvement;
- Implement developments in teaching specialism(s) and applies to general practice, developing and honing ideas to own teaching practice and methodology;
- Take responsibility for own professional development, engaging in relevant self-led learning to improve knowledge and practice, attending training in and out of school as provided

#### 4. Curriculum Development & Extra Curricular Activity

- Support the development and implementation of a broad and relevant curriculum which embraces innovative approaches to teaching and learning, is at the forefront of best practice, and meets the needs of all students
- Ensure consistency with the wider aims of the school and support effective transition between key stages
- Ensure courses of study, teaching materials and teaching programmes meet the requirements of the National Curriculum and exam specifications
- Contribute to the setting and marking of internal assessments/tests and coursework against National Curriculum levels or grading criteria
- Participate in meetings relating to the department's responsibilities and development
- Prepare and progress the departmental development plan in consultation with the team and within the framework of the school's development plan
- Actively contribute towards the school and involve themselves in the life of the school at all levels, including support of the school's ECA programme & commitment to after school /extra-curricular events
- Regularly review Schemes of Work and course outlines

*The post holder is also expected to carry out any other duties as reasonably requested or required by the Principal to ensure the effective running of the school.*

#### Subject Specific Accountabilities / Specialisms & Specific Local Duties

- Experience of teaching ICT across Key Stage 3 and 4 age and ability range with special emphasis on iGCSE/A Level curriculum/course specification.
- Have detailed knowledge and understanding of the relevant programs of study.
- Hold genuine enthusiasm for the subject to inspire students to be actively interested in the subject and recognise its value.

### Person Specification

#### Skills, Knowledge, and Experience

- Bachelor's degree, PGCE (or equivalent), with post-graduate qualifications in education
- UK Qualified Teacher Status
- Experience of teaching an international student body is desirable
- Experience in developing, planning, and delivering outstanding food and nutrition lessons
- experience delivering resistant materials and/or system/control lessons at KS3 is desirable
- Confident and competent ICT user
- Experienced in promoting and delivering excellence and achieving outstanding outcomes in teaching and learning
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility

#### Competencies

- **Subject Expert:** Has expert knowledge and understanding of their core subject areas
- **Results Orientated:** Ensures that lessons have objective & demonstrable learning outcomes which are achieved
- **Ability to Plan:** Long, medium and short term to assess results and ensure good progress
- **Strong Communicator and tutor:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school
- **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge