JOB DESCRIPTION

Job Title:	**Curriculum Lead IT & Business**	Salary: **Main Professional Grade + TLR2b**
Location:	**Whitley Academy**	Line Manager: **SLT Link**

Job Purpose
To lead a team of teachers, to think proactively and work collaboratively in delivering outstanding teaching and learning across the IT & Business Faculty to raise standards of attainment and achievement within the curriculum area and to monitor and support student progress.

Duties and Responsibilities
- To undertake a teaching timetable in accordance with the duties of a standard scale teacher.
- To continue to pursue own personal development as agreed with the relevant SLT line manager.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description for that role.
- To play a full part in the life of the school community, supporting its distinctive aims and its ethos, and to encourage staff and students to follow this example.

Administration
- To work with the line manager for IT & Business to ensure that work in the curriculum area reflects the school's ethos and maximises outcomes for students at all Key Stages.
- To manage the budget planning and monitoring function of the curriculum area and to ensure that the planning activities in the department reflect the needs of the students and the aims and objectives of the school.
- To ensure that the department's quality assurance procedures meet the requirements of the school's self-evaluation outcomes and the School Improvement Plan.
- To set targets with the line manager for IT & Business for the IT & Business Faculty and to work towards their achievement.
- To contribute to lesson observations and undertake Performance Management Reviews, acting as the reviewer for members of the IT & Business Faculty.
- To be responsible for the efficient deployment of the staff in the department.
- To participate in the delivery of CPD for less experienced members of staff as part of the school's ITT/training opportunities programme.
- To participate in the interview process of prospective members of the IT & Business faculty as required and to ensure effective induction of new staff in accordance with school procedures.
- To promote the team ethos within the IT & Business Faculty and ensure effective working practices are maintained.
- To ensure that H&S policies and practices (including risk assessments) are in line with National requirements and are updated where necessary, liaising with the schools' H&S team.

Curriculum, Teaching and Learning
- To provide strategic leadership, direction and support for IT & Business staff, in the planning and delivery of the curriculum, including oversight of the development and implementation of new examination specifications and new department resources.
- To work with colleagues to promote the development of enrichment activities and the wider contribution of IT & Business to the whole school.
- To promote student uptake of IT & Business at KS5 and enhance student interest in appropriate related careers and further/higher education.

- To create a positive climate for learning, by modelling high quality lesson preparation, delivery and marking, modelling good classroom behaviour management, prompt time-keeping and mutual respect between staff and students.
- To model positive behaviour in and around the department at all times during the school day, to challenge unacceptable behaviour should it occur and to support colleagues where student behaviour is less than acceptable.
- To keep up to date with National developments in IT & Business and IT & Business teaching practice.
- To identify and promote the professional development needs of colleagues.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is available for cover supervisors.
- To work with the SLT responsible for the timetable to ensure that the teaching commitments of the department are effectively and efficiently timetabled and roomed.

Assessment
- To monitor all aspects of on-going assessment and oversee the academic progress of the students in IT & Business in line with whole school assessment and reporting policy and practices.
- To be responsible for student preparation for external examinations and for examination entries in the department in liaison with the Examinations Officer.
- To work with the relevant line manager for IT & Business, to review examination results and identify strategies for improvement where appropriate.
- To produce reports on examination performance including the use of progress data for all year groups.

Communication
- To lead department meetings and attend wider school meetings as required by the Headteacher.
- To ensure effective communication with parents of students where appropriate.
- To attend and manage all public forums which promote the IT & Business faculty to the wider school community according to the school calendar.
- To liaise with partner schools, primary schools, higher education, industry, examination boards and awarding bodies as appropriate.
- To promote and celebrate the work of IT & Business in the wider school community.

To undertake any other duty as directed by the Headteacher not mentioned above.

Whilst every effort has been made to explain the main duties required above, each individual task undertaken may not be identified.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

Responsible to: SLT Link

Date Reviewed: April 2022