



Head of ICT

Job Description and Department Information

The Head of ICT leads a small department with big prospects. This is an exciting time for ICT and the Head of ICT will develop the department to enable the school to be at the cutting edge of digital education.

Prior's Field offers an excellent all-round education that caters for girls of all abilities and interests, with well-established programmes in place for the exceptionally able and those needing learning support in specific areas. The aim of the school is to bring out the best in each girl, according to her abilities and talents. Girls work hard and are ambitious, but high achievement comes without unnecessary stress and unhealthy intensity. Here, they want to do their best and are motivated to succeed.

The Head of ICT will report to the Deputy Head.

A Head of Department at Prior's Field has the following professional duties:

Leadership and Management

- To provide leadership which ensures the provision of the highest quality of learning opportunities for the pupils and professional fulfilment for the staff working within the department.
- To prepare a detailed analysis of each year's public examination and value-added results.
- To monitor the work of staff working within the department in order to ensure that high standards are maintained in the performance of professional duties and to give them all necessary help, support and advice.
- To assist in the development of school policies when requested and to implement them within the department, developing appropriate departmental policies as and when necessary in order to define the working practices of the department.
- To ensure the implementation of departmental policies for schemes of work, teaching strategies, homework, marking, assessment, recording and reporting.

- Annually to review the work of the department and, taking account of the School Development Plan, to produce a Departmental Development Plan which identifies targets for the department and indicates strategies for achieving them.
- To organise the teaching allocated to the department, ensuring that staff are deployed efficiently and that their work is co-ordinated to promote continuity and progression in learning experiences for the pupils.
- To ensure effective communication within the department and to hold regular minuted departmental meetings.
- To delegate clearly defined areas of responsibility to other members of the department.
- To participate in Heads of Department meetings and to liaise with other Heads of Department, the Librarian and senior members of staff to develop inter-disciplinary approaches which enrich pupils' learning.

Curriculum

- To ensure that the relevant area of the curriculum is delivered effectively, efficiently and appropriately so that each girl is enabled to develop to her full potential at every stage.
- To ensure the continuing development of schemes of work, taking account of the requirements of the National Curriculum, where these apply.
- To ensure that the Department's schemes of work incorporate appropriate elements: ICT, differentiation, EA and LDD.
- To keep abreast of new educational developments and evaluate new course materials and syllabi for possible introduction into schemes of work.
- To set school examinations and Entrance Examinations where appropriate, and arrange for them to be marked by members of the department.

Pupils

- To assist in the assessment and selection of prospective pupils as appropriate.
- To ensure that pupils are allocated to appropriate teaching sets as necessary.
- When appropriate and in consultation with the Careers Department, to advise pupils about suitable option choices, examination entries and future career paths.
- To ensure that pupils are appropriately prepared for external and school examinations.
- To advise members of the department about appropriate action if the work or behaviour in lessons of any pupil is giving cause for concern, to ensure effective liaison

with the relevant Head of Year and Form Tutor and to consult with parents as necessary.

Staff

- To carry out staff reviews for all members of the department.
- To ensure that staff are appropriately trained and confident users of ICT in the classroom.
- To promote the welfare and well-being of all departmental staff.
- To assist the Head in appointing members of staff.
- To be responsible for ensuring the effective induction of new staff, including beginner teachers, in relation to their departmental duties and to provide reports as required.
- To assist in the further professional development of departmental staff by working with them to identify their training needs and encouraging and enabling their participation in appropriate training activities, courses and conferences.

Administration

- To be responsible for departmental resources, teaching areas and displays of work ensuring a well-ordered, safe and effective working environment for both staff and girls and liaising with the Bursar on health and safety issues.
- To prepare annual budget proposals and to administer the allocated departmental budget, liaising with the Bursar in the purchase of equipment, consumables and books.
- To carry out regular stock checks and ensure that all departmental records are up to date and complete.
- When required, to co-ordinate predictions and approve the entry of pupils to external examinations, liaising with senior staff and the examinations officer to ensure that entry procedures and entry requirements are known and met.
- To provide information for and liaise as necessary with your line manager.
- To ensure that work is set to cover the absence of departmental staff.
- To liaise with the relevant senior members of staff to ensure that all visits and events arranged by the department are organised according to recognised school procedures.
- To ensure that the department is fully represented at Parents' Evenings and, as required, at other official school events.

- To promote the work of the department both within and outside the school community by contributing as required to information booklets and prospectuses and by other appropriate means.
- To ensure that department members contribute to the school's co-curricular programme.
- To ensure that the department engage fully in any school cross-curricular activities and initiatives.

Additional responsibilities of all teaching staff include:

- Supporting the ethos of a boarding school and working in accordance with the school's aims and policies.
- Maintaining good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school.
- Sharing responsibility for excellent pastoral care to which the school gives a high priority.
- Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the co-curricular activities programme, supporting school functions and attending year group social events, where appropriate.
- Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among pupils.
- Participating in meetings as required.
- Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies.
- Knowing and adhering to all school and departmental policies.
- Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with departmental and school policies.
- Undertaking duties as a Form Teacher.
- Participating in arrangements for preparing and assessing pupils' work for public examinations.

- Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses.
- On taking up a new appointment, participating in the school's programme of induction and review of new staff.
- Participating in the school's annual appraisal programme.
- Participating in arrangements for staff development and INSET.
- Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate.
- Attending all required school functions, as directed by the Head: staff meetings, Parents' Evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required.
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme.

January 2017

Prior's Field School Priorsfield Road Godalming Surrey GU7 2RH
t: 01483 810551 w: www.priorsfieldschool.com

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff to share this commitment. This post will be subject to an enhanced DBS check.

Registered Charity No: 312038