

RONGOTAI COLLEGE



HEAD OF DIGITAL TECHNOLOGIES

JOB DESCRIPTION:	Head of Digital Technologies
RESPONSIBLE TO:	Principal
RELATING TO:	Principal, SMT, Teaching Staff, Support Staff, Students.

Key Tasks	Expected Outcomes	Performance Indicators
1. Being an effective teacher.	<ul style="list-style-type: none"> Maintaining the qualities of a registered and qualified teacher. 	<ul style="list-style-type: none"> Appraisal against teaching standards for Experienced Classroom Teacher.
2. Being an informed and professional leader.	<ul style="list-style-type: none"> Informed of national developments and changes. Appreciates and accepts the professional role; displays suitability, efficiency and responsibility; and provides direction and purpose. Up-to-date with educational issues. Familiarity with, and implementation where relevant, of current initiatives and developments in subject. 	<ul style="list-style-type: none"> Department schemes and management documents relate to assessment statements; subject associations. Minutes of Department Meetings show discussion has occurred Department Annual Report reflects development goals.
3. Day to day administration of the Department.	<ul style="list-style-type: none"> Smooth running of the Department through pro-active planning and advice to staff and students. 	<ul style="list-style-type: none"> Positive staff evaluation of department.
4. To share and implement the policy and philosophy of the Department.	<ul style="list-style-type: none"> Development of goals and objectives. 	<ul style="list-style-type: none"> Department goals and objectives reflected in management documents and Department Annual Report.
5. To make schemes available, detailing the aims, programmes, and resources, organisation etc., of the Department.	<ul style="list-style-type: none"> Management Document, Schemes of work, effective implementation and delivery of teaching programmes within classrooms. Staff well informed. 	<ul style="list-style-type: none"> Schemes of work and Curriculum Documents up-to-date. Staff evaluation and appraisal.
6. To provide resources and facilitate resource development including the selection and ordering of equipment, materials and textbooks.	<ul style="list-style-type: none"> Teaching programmes are effectively resourced. 	<ul style="list-style-type: none"> Budget request and allocation completed by specified date each year.

7. To implement classroom programmes to ensure learning is accessible to all.	<ul style="list-style-type: none"> • Classes allocated to utilise strengths of individual staff members, planning places high emphasis on meeting individual needs. • Effective assessment and tracking of achievement 	<ul style="list-style-type: none"> • Schemes relate to National Guidelines, Charter, Strategic and Annual Plans, Principal, Accreditation Document and attends Curriculum Delivery Meetings. • Records of assessment kept in KAMAR • Review of achievement completed in Department Annual Report , completed by specified date each year.
8. To foster effective learning environments in the subject area for which you are responsible.	<ul style="list-style-type: none"> • Effective learning; Staff appraisal and assistance. 	<ul style="list-style-type: none"> • Staff appraisal completed by specified date.
9. To promote professional development and staff in-service training for teachers including in-class observations.	<ul style="list-style-type: none"> • Development of competent and effective teaching. 	<ul style="list-style-type: none"> • Staff appraisals (including teacher development goals) completed by specified date.
10. To disseminate information on professional and administrative matters to both teachers and students.	<ul style="list-style-type: none"> • Staff and students informed and kept up-to-date. 	<ul style="list-style-type: none"> • Management documents and student handouts annually updated
11. To hold regular departmental meetings.	<ul style="list-style-type: none"> • Keep staff informed and fully involved in work of department. Involve staff in chairing meetings. 	<ul style="list-style-type: none"> • Minutes of meetings kept and filed.
12. To oversee the assessment of students at each level and evaluate the effectiveness of classroom programmes.	<ul style="list-style-type: none"> • Maintenance of effective assessment, tracking and reporting procedures. • Staff and student review and evaluation of teaching programme • Annual Report to Board of Trustees 	<ul style="list-style-type: none"> • School assessment, reporting and evaluation procedures, National Standards, Accreditation Document, Appraisal process and are annually updated and reflected in Management Documents, Records of Assessment kept. • Annual student evaluations of courses is reported in Annual Report of department
13. To promote the subject in the wider school curriculum and community.	<ul style="list-style-type: none"> • The maintenance of a strong vibrant subject and department. 	<ul style="list-style-type: none"> • Attendance at Parent evenings. • Material regarding department included in Subject selection material, CD and staff meetings, Principal's Newsletter.
14. Oversight and control of budget.	<ul style="list-style-type: none"> • Annual Budget produced for Department. • Consultation with Executive Officer, Principal, Teachers, providers of programme costs. • Spending kept within budgetary limits. 	<ul style="list-style-type: none"> • Annual budget document provided by specified deadline • Department spending within budgeted limits.
15. To oversee the welfare and safety of staff and students in the department.	<ul style="list-style-type: none"> • A safe working environment for all staff. 	<ul style="list-style-type: none"> • Health & Safety register kept up-to-date.
18. To keep an inventory of resources.	<ul style="list-style-type: none"> • Inventory kept up-to-date. 	<ul style="list-style-type: none"> • Up-to-date Inventory in management document.
19. To participate in the leadership and management of the school.	<ul style="list-style-type: none"> • An effective and smooth running school. • Provide leadership in management of Digital and Information Technologies across the school • Involved in facilitating the Professional Development of staff in relation to the use of Digital Technologies. 	<ul style="list-style-type: none"> • Attendance at Department, Curriculum Delivery and staff meetings. • Convenes IT Committee • Facilitates Professional Development as required staff in relation to the use of Digital Technologies

20. To liaise with and participate in curriculum structures outside the school, eg. Ministry of Education, subject association(s).	<ul style="list-style-type: none"> • Familiarity with current initiatives and developments in teaching practice, curriculum and assessment. 	<ul style="list-style-type: none"> • Appraisal reflects wider involvement in subject area.
21. To carry out specific and reasonable tasks delegated by the Principal or others with delegated authority.	<ul style="list-style-type: none"> • Delegated tasks carried out effectively. 	<ul style="list-style-type: none"> • Tasks completed within specified time frames.
22. To demonstrate a willingness to participate in the wider life of the school.	<ul style="list-style-type: none"> • Participation in a range of school activities. 	<ul style="list-style-type: none"> • Involvement reflected in appraisal

LIMITS TO AUTHORITY:

1. No overspending unless authorised by the Principal.
2. No spending on capital items unless authorised by the Principal
3. Heads of subjects have final authority on classroom programmes.
4. School charter and policies.