

Godstowe

Job Description

Head of Digital Learning (Lodge and Main School)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

Subject teachers are expected to be committed and enthusiastic teachers, able to interest pupils of all abilities. They should be able to communicate well with pupils and staff and have good organisational abilities. They should be receptive to new ideas and have a sense of humour. They need to be committed to all aspects of Boarding School life.

About this role

This role is to lead on developing and implementing strategies (across Lodge and the Main School) to enhance the digital learning experience of our pupils. The role requires a creative and forward-thinking individual who is passionate about education and technology.

As Head of Digital Learning, you will be responsible for developing and implementing a comprehensive strategy that ensures our pupils are able to fully utilise information technology in order to fully access high quality teaching and learning inside and outside the classroom. You will work closely with colleagues across the School to ensure that making effective use of technology is embedded into all aspects of our operations, including curriculum and extra-curricular activities.

Duties and Responsibilities

To the pupils:

- Be the subject lead for Computing within the School.
- To prepare and give lessons in accordance with the programme of study laid down by the department. This will require knowledge of the syllabus for National Curriculum and Common Entrance.
- To mark and assess pupils' work promptly and appropriately using the guidelines of the School and Department marking policies.
- To ensure that pupils produce, present and preserve their work in the most appropriate manner.
- To encourage and stimulate pupils to achieve the highest standards according to their ability by using differing methods and resources.
- To inform the Head and other appropriate persons where a pupil is experiencing learning or other difficulties.
- To identify and support pupils who are specially gifted or who are in need of additional support and to liaise with the Heads of Learning Support and any appropriate external agencies.
- To enable pupils to gain a broad educational base by working across the curriculum where possible.
- To monitor and record the progress of each pupil.

- To offer guidance and advice to pupils and parents and to take appropriate action after consultation with senior members of staff.
- Develop and implement digital learning strategies that align with the School's academic objectives and enhance the educational experience of our pupils.
- Oversight of the School's Management Information System including populating relevant modules with data.
- Organising and conducting all online testing, including gathering and publishing the resulting data in such a way as to maximise its use as a tool for informing teaching and learning and enabling pupils to fulfil their academic potential.
- Work closely with teachers to identify areas where technology can improve teaching and learning.
- Design, develop, and deliver professional development training to staff to enhance their digital skills and knowledge.
- Ensure the School's digital infrastructure is up to date, reliable, and fit for purpose.
- Work with colleagues to support the School's digital learning initiatives.
- Monitor, evaluate and report to SLT and Governors on the effectiveness of digital learning programmes, identify areas for improvement, and make recommendations to senior leadership.
- Stay up to date with the latest trends and developments in digital learning and incorporate them into the School's strategy.
- To oversee the construction of the annual school timetable using TimeTabler software.
- Line manage and oversee the work of IT Helpdesk and Infrastructure team to ensure they carry out their duties effectively and receive adequate support, guidance and training.
- Keep abreast of new technological developments in IT and present proposals with recommendations to senior management which would benefit the school.
- Keep up to date with changes to the Google Admin console and the ways that it can benefit the pupil community.
- In conjunction with the Bursar contribute to the IT budget planning process to ensure most effective and efficient use of available funds.

To the Department and the School

- To be familiar with the School practices as set out in the Staff and Boarding handbooks.
- To take part in Staff, Departmental, Parents' and other meetings as required.
- To work with the Deputy Heads and the Assistant Deputy Head (Academic) in producing departmental policies, programmes of study, maintaining records, books, equipment etc. and to accept advice over these same matters.
- To attend in-service training for the subject and to continue at all times to develop professional skills.
- To set and mark exams and to complete reports when and as required.
- To maintain high personal standards of work, behaviour, appearance and punctuality.
- To maintain good order and discipline within the class and school and to safeguard the health and safety of pupils and staff.
- To liaise with the Deputy Head (Pupils) and boarding staff when and as necessary.
- To provide extra-curricular activities equivalent to one evening per week as a contribution to the school's Enrichment Curriculum.
- To participate in any arrangements for the Performance Review of staff.
- To be responsible for a form (duties and responsibilities shown separately).
- To carry out supervisions and to cover for absent colleagues as requested.
- To request approval from the Head for any absence from school and to inform the appropriate people in good time.
- To carry out any other duties reasonably requested by the Head.

Most teachers will be responsible for a form as well as teaching their subject

Duties and Responsibilities of a Form Teacher:

- To be with the form between 08.25 – 08.40 and 16.00 – 16.10 each day. During this time the following activities may take place:
- the register taken, absences being recorded and investigated
- desks, prep bags and lockers checked
- check on clothing and general appearance
- check that prep has been handed in
- pass on information concerning that day's or week's events
- discuss individual or group problems
- check room tidiness
- To monitor and maintain the discipline and conduct of the class and of individuals.
- To maintain the displays and atmosphere of the form room.
- To oversee the academic and pastoral care of the individual children by close communication with both staff and pupils.
- To appoint monitors each term to carry out particular jobs and to carry out the other necessary tasks at the start of each term (see handbook).
- To liaise closely with staff, Heads of Upper and Lower School and Deputy Heads over any concerns about pupils in the group. To liaise with parents after speaking to the Head of Upper or Lower School if necessary. To attend meetings with the Head of Upper or Lower School on a regular basis.
- To give the timetable for exams and help the class plan their revision and to remain calm.
- To collate the form exam results.
- To collate the half term report cards and end of term report booklets at the correct time.
- To keep the form profiles up to date.
- To collect Colour Team points each week.

Review

The job description will be reviewed annually and may be subject to amendment after consultation. The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.