

Lyme Community Primary School



Headteacher: Mrs. Marie Cribb
Lyme Street
Newton-le-Willows
Merseyside WA12 9HD
Telephone/Fax 01744 678350



Specific Activities and Responsibilities: TLR2a:

Accountability for leading, managing and developing ICT across the school.

1. Ensure that ICT is given a high profile within the school and that learners make good or better progression through ICT.
2. Ensure policies and schemes of work for ICT are in use and appropriate for each year group.
3. Such policy and schemes of work must:
 - Take account of National Curriculum requirements and ensure coverage.
 - Emphasise the importance of pupils being able to apply the skills, processes and concepts learnt.
 - Be sufficiently flexible to meet the individual needs of pupils.
4. Review methods of assessment and recording pupils' achievement in ICT.
5. Undertake the necessary training appropriate for the ICT Subject Leader.
6. Lead professional development in ICT through example and support and co-ordinate the provision of high quality professional development for staff.
7. Liaise with the Agilisys Technicians so resources are ready and available for ICT throughout the school.
8. Order, in consultation with the headteacher and staff, additional appropriate resources for ICT.
9. Monitor the standards and progress of teaching and learning in ICT across the school, reporting to the Headteacher. (Includes reviewing plans, lessons, resources and pupils' work).
10. The Post holder is also required to undertake duties set out in the School Teachers' Pay and Conditions Document.

Signed.....

Date.....