THE MISBOURNE
LEARNING • KINDNESS • EXCELLENCE

Curriculum Leader – Computer Science
Job Description

Job Purpose	Overall responsibility for the strategic leadership and management of the curriculum area in order to ensure high standards of teaching and learning are delivered, resources are used efficiently and effectively and the curriculum is managed and developed in accordance with school policy.
Accountable to:	The Headteacher via the designated line manager on the Senior Leadership Team
Responsible for:	You are responsible for the work of the other teachers in your curriculum area (if the area includes staff other than yourself).
Accountabilities (in addition to those required of a qualified teacher)	**1. Policy/Strategic direction and development** a) Contribute to whole school policy-making and strategic planning as required by the Head. b) Prepare, monitor and update annual development plans and curriculum area SEF in consultation with colleagues. c) Take the lead in ensuring that school policies and strategies are embedded in schemes of work and curriculum area plans. d) Lead, manage and evaluate the whole school numeracy strategy **2. Leadership and management of others** a) Lead and manage the curriculum area, inducting, developing, deploying, motivating and reviewing staff to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained. b) Empower members of the curriculum area to develop their leadership potential to ensure continuous improvement within the department. c) Responsible for the choice of specifications. d) Participate in Curriculum Leaders' meetings and other meetings commensurate with this post. e) Chair curriculum area meetings to ensure that they are used effectively and that actions are minuted and implemented. f) Carry out the annual appraisal of the teachers within your team g) To ensure full representation by nominated Curriculum Area representative at RAG meetings. h) Following absence of teaching staff, lead the back to work meeting including the dissemination and completion of appropriate paperwork. **3. Teaching and Learning**

	a) Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school. b) Exemplify in own practice the skills of teaching and learning typified by lead professionals in order to serve as a consistently good role model for others. c) Ensure that good practice is shared throughout the curriculum area, through the monitoring of the teachers in the team. d) Ensure that schemes of work are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning. e) Monitor students' work and the classroom practice of those in the curriculum area to ensure high standards are maintained. f) Keep up to date with developments in subject areas and education in general to ensure that best practice is adopted within the curriculum area. g) Ensure the delivery and development of the curriculum is effective in meeting the needs of all students. h) Contribute to the broader life of the school by supporting and leading curricular and extra-curricular activities. i) Ensure the implementation of the Behaviour for Learning Policy in line with the school policy so that effective learning can take place.
	4. Marketing and external links, including public occasions a) Actively promote the curriculum area within the school community to encourage students' interest in the curriculum area, including displays. b) Contribute to the positive promotion and marketing of the school in the local and wider community. c) Lead the curriculum area's marketing events and external links.
	5. Management of resources a) Monitor and control the curriculum area's allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources. b) Identify future resourcing needs and aspirations for the curriculum area for consideration in the school budget planning process. c) Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines.
	6. Monitoring, evaluation and assessment a) Complete examinations and data analysis incorporating every half-termly data trawl. b) Monitor student progress through the use of performance and benchmarked data as provided by the Assistant Curriculum Leader to ensure that high standards of learning are achieved and maintained. c) Ensure that all student reports are written, checked and deadlines adhered to. d) Ensure that reports on examination performance and data trawls are completed and deadlines met. e) Undertake work scrutinies in line with school policy.
	7. Training and development of self and others a) As a lead professional, set personal targets and take responsibility for your own continuous professional development and deliver CPD to others in your area, as appropriate.

General requirements	All school staff are expected to: a) Work towards and support the school vision and the current school objectives outlined in the School Action Plan. b) Attend school events and activities as required by the Headteacher. c) Represent the school at external meetings and other events as required. d) Contribute to the school's programme of extra-curricular activities. e) Support and contribute to the school's responsibility for safeguarding students. f) Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. g) Promote equality and opportunity for all students and staff, both current and prospective. h) Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. i) Engage actively in the performance review process. j) Adhere to policies as set out in the School's Staff Handbook. k) Undertake other reasonable duties related to the job purpose required from time to time. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post holder's role within the school.
Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Postholder: …………………………………………………….

Signature:…………………………………………………….

Printed Name:……………………………………………..

Line Manager:…………………………………………………

Signature:………………………………………………………

Printed Name:……………………………………………….

The successful candidate will exude passion for the subject and possess unwavering motivation and drive. They will be fuelled by a deep desire to inspire the next generation of learners, recognising the transformative power of technology and its role in shaping the future. This leader actively seeks out opportunities to make real-world connections, encouraging students to explore practical problem-solving and computational thinking. They understand that equipping students with these skills is essential for effective participation in the digital world. They will not only empower students but also support their team to be their best selves, fostering an environment of growth and collaboration. Through their guidance, this curriculum leader creates an educational experience that sparks curiosity, innovation, and a lifelong love for computer science and IT.

You will have a strong background in curriculum development and delivery within Computer Science & IT, specifically with knowledge of exam specifications at GCSE and A Level. You will have a deep understanding of the national curriculum requirements and exam specifications in Computer Science & IT, along with how to design a curriculum that engages and challenges students of all abilities. You will be adept at managing and motivating staff, providing them with the support and resources needed to deliver high-quality education. We are looking for a natural leader with excellent communication skills and a passion for promoting the value of computer science and IT. You will be committed to creating an inclusive and supportive learning environment that enables students to thrive and achieve their full potential, both academically and creatively.

Assessed at: Application (A), Interview (I), Reference (R)

Criteria		Essential	Desirable	Assessed at
Qualifications	Qualified teacher status	✓		A
Experience	Experience of teaching at Key Stage 3, 4 and 5	✓		A,I,R
	Teaching across the whole Secondary age range;	✓		A,I,R
	Working in partnership with parents.	✓		I,R
	Evidence of continued professional development	✓		A,I,P
Professional knowledge, abilities and skills	Subject expertise	✓		A,I,R
	Establish and maintain high expectations for all students	✓		A,I,R
	The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)	✓		A,I,R
	The monitoring, assessment, recording and reporting of pupils' progress	✓		A,I,P

		✓		
	The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;	✓		A,R
	The positive links necessary within school and with all its stakeholders;	✓		A,I,R
	The links between schools, especially partner schools		✓	A,I,R
	Promote the school's aims positively, and use effective strategies to monitor motivation and morale	✓		I,R
	Develop good personal relationships within a team	✓		A,I,R
	Ability to successfully deploy a range of pedagogical styles to suit the nature of the course content and the ability and attainments of the students	✓		A,I,R
	Ability to manage the learning environment and student behaviour in a manner which is conducive to productive learning for all students.	✓		I,R
	Ability to structure learning programmes which enable students to take increasing responsibility for their learning and demonstrate independent learning		✓	I,R
	Reflective practitioner with a commitment to research based practice with a continued interest in developments in teaching and learning	✓		A,I,R
Leadership Experience	Successful leadership and management of a year group or curricular team		✓	A,I,R
	Experience in leading and managing initiatives to promote high standards of teaching and learning		✓	A,I,R
	Successful experience leading and managing initiatives to promote high standards of student behaviour	✓		A,I,R
	Experience in subject self-evaluation and development planning	✓		A,I,R
	Successful experience of using performance data to maximise levels of student achievement		✓	I

	Ability to inspire staff	✓		A,I,R
People management skills	Good Listener	✓		I
	Ability to motivate students	✓		I
	Able to work professionally with other stakeholders and external agencies	✓		A,I,R
	Personal and professional integrity	✓		A,I,R
	Ability to work accurately under pressure	✓		A,R
	Ability and willingness to adapt quickly to last minute changes or cover arrangements	✓		A,R
	Has attention to detail	✓		A,I,R
	Able to prioritise	✓		I
	Enjoys working with young people	✓		A,I,R
	Excellent presentation skills	✓		A,R
	Excellent attendance and punctuality	✓		R
	Ability to carry out the job description	✓		I,R