

Curriculum Leader of

Computer Science

Job

Description

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MPR/UPS plus TLR

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| **POST TITLE** | **CURRICULUM LEADER of COMPUTER SCIENCE** |
| **Purpose:** | * To promote the Catholic life and identity of the school. * To raise standards of student attainment and achievement within the curriculum area and to monitor and support student progress * To ensure the provision of an appropriately broad, relevant, challenging, spiralised curriculum for students studying in the department, in accordance with the aims of the school and the policies determined by the Governing Body and Headteacher of the school * To support and lead the teaching/support staff working within the department. * Effective management of financial and physical resources within the department to support the designated curriculum. * To be involved in the extra-curricular life of the school |
| **Reporting to:** | SLT Line Manager |
| **Responsible for:** | Teaching staff and other relevant personnel within the department. |
| **Liaising with:** | Head/Deputy/SLT, other Curriculum Leaders, Pastoral Teams and relevant staff with cross-school responsibilities, relevant non-Teaching support staff, LA staff, and parents. |
| **Working Time:** | 195 days per year. Full time |
| **Salary/Grade** | MPR / UPS + TLR 2.2 |
| **Disclosure level:** | Enhanced |
| **MAIN DUTIES** | |
| **Operational/Strategic Planning** | * To lead the development of appropriate curriculum, resources schemes of work, assessment (formative and summative) and teaching and learning strategies in the department * The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and resources * o monitor and follow up student progress. * To implement School Policies and Procedures * To work with colleagues to formulate aims, objectives and strategic plans for the department via the departmental   development plan with reference to the needs of students and to the aims, objectives, and strategic plans of the school   * To contribute to the School procedures for professional development * To monitor and evaluate the department in line with agreed school procedures including evaluation against the Teachers’ Standards |
| **Management Information:** | * To ensure the maintenance of accurate and up-to-date information and data linking to the department and pupils within it. * To make use of analysis and evaluate performance data provided * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken * To produce reports on examination performance, including the use of value-added data |

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|  |  | To provide the SLT and Governing Body with relevant information relating to the department’s performance and development |
| **Communication:** |  | To ensure that all members of the department are familiar with its aims and objectives |
|  |  | To ensure effective communication/consultation as appropriate with the parents of students |
|  |  | To liaise with partner schools, local parishes, higher education, examination boards, awarding bodies and other relevant external bodies |
|  |  | To represent the department’s views and interests at Curriculum Leader meetings |
|  |  | To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events |
|  |  | To promote the development of effective subject links with external agencies |
| **Management of Resources:** |  | To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department’s budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.  To foster and implement the application of ICT within computing and across the school in other curriculum areas. |
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|  |  | To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where  necessary, therefore liaising with the school’s Health and Safety Manager |
| **Curriculum:** |  | To liaise with the Assistant Headteacher (Curriculum) to ensure the delivery of an appropriately challenging, comprehensive, high quality and cost-effective curriculum |
|  |  | To keep up to date with national developments in the subject area and teaching practice and methodology by engaging with academic research and wider reading |
|  |  | To actively monitor and respond to curriculum development and initiatives at national, regional and local levels |
|  |  | To be aware of the need to take responsibility for your own professional development and that of the Computer Science team. |
|  |  | To plan, organise, implement and review the Computer Science department’s contribution to the pupil's SMSC and the Catholic life of the school. |
| **Staffing:** |  | To promote teamwork and to motivate staff to ensure effective |
|  |  | working relations |
|  |  | To undertake appraisal and development reviews and to act as reviewer for a group of staff within the department |
|  |  | To work with the Senior Leadership team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs |
|  |  | To make appropriate arrangements for classes when staff are absent, liaising with the relevant staff to secure appropriate cover within the department |
|  |  | To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures |
|  |  | To participate in the school’s ITT programme as appropriate |
|  |  | To be responsible for the day-to-day management of staff within the designated department and act as a positive role model |
| **Quality Assurance:** |  | To ensure the effective operation of quality control systems |
|  |  | To regularly review the Quality of Education within the Computer Science team, supporting and developing teaching and curriculum development |

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|  |  To undertake regular drop in’s, work scrutiny and pupil voice to ensure that the curriculum is being followed and that polices are being implemented consistently across the department |
| **Pastoral System:** | * To monitor and support the overall progress and development of students within the department * To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description * To ensure the Behaviour Management system is implemented in the department so that effective learning can take place |
| **Teaching:** |  To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher |
| **Other Specific Duties** | |
| * Engage with effective personal and professional development practices  To engage actively in the appraisal process. * To undertake any other duty as specified by STPCD not mentioned in the above. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.     This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | |