



# Alder Community High School

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

Job title	Curriculum Leader of Computing
Grade	MPS/UPS + TLR1a
Contract	Full time and permanent
Responsible to	Headteacher and SLT Link
Responsible for	Computing Department

## Job Description

### Purpose of the post

- To establish the vision and strategic direction for the department; lead, motivate, encourage and develop the departmental team.
- To be accountable for the highest standards of pupil attainment and achievement within the department, monitoring and evaluating pupil progress, intervention and setting targets for improvement.
- To lead, develop and enhance the teaching practice of all teachers within the department, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject.
- To ensure that the aims, policies, plans and targets of the school are implemented and developed through the curriculum and by the departmental team.
- To monitor the effectiveness of the department via quality assurance and accountability mechanisms and take appropriate action where there are concerns.
- To undertake any other responsibilities commensurate with the scale and responsibility of the post as directed by the Head teacher.
- To have commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines.

### Leadership and Management

- To lead the department in implementing whole school initiatives as identified in the Departmental/School Improvement Plan.
- To lead the department in completing the annual departmental review in collaboration with SLT; identifying departmental strengths and areas for development.
- To produce and implement the annual Raising Achievement Plan.
- To develop appropriate procedures, including rewards and sanctions, to encourage high standards of student behaviour across the department and act as the first point of call for members of the departmental team.
- To monitor the work of the department then drive improvement through:
  - Analysing student tracking data, identifying underperformance, planning appropriate interventions and monitoring their impact.
  - Work scrutiny, Student voice and Learning Walks
- To maintain and update the departmental handbook outlining key departmental policy and procedures.

- To maintain and update the departmental health and safety policy.
- To monitor the use and condition of the department's accommodation and resources and develop the departmental area as a bright and stimulating learning environment.
- To direct the work of the technology technician.
- To lead departmental meetings and ensure that minutes are produced.
- To attend, contribute to and report back on Curriculum Leader Meetings.
- To attend, contribute and feedback on network meeting for subject leads.
- To ensure high standards of professional appearance in line with the school's dress code.

## **Curriculum and Standards**

- To ensure that there are detailed and appropriate schemes of learning in place that meet the needs of the National Curriculum and/or appropriate examination courses.
- To ensure that schemes of learning are appropriate, ambitious, accessible and meet the needs of all students including those who are particularly able or those with additional needs and in particular for the disadvantaged.
- To ensure appropriate progress, target setting and intervention systems are in place for all students to ensure the highest levels of attainment.
- To embed assessment for learning across the department and ensure that students are aware of their current level/grade and what they need to do to improve.
- To ensure moderation and standardisation take pace in line with whole school assessments.
- To monitor the completion of coursework, ensure deadlines are met and that all the appropriate procedures are followed.
- To ensure that progress reports are completed in line with school policy and monitor that the information included reflects that held on the assessment data base.
- To liaise with the Examinations Officer and ensure that information/data is provided for internal/external examinations as required.
- To ensure that the department contributes to developing literacy, numeracy, ICT and other key skills in line with school policy.
- To ensure that all members of the department set homework in line with school procedures.
- To encourage and facilitate involvement in the school's extra-curricular and enrichment programmes and out of hours study sessions.

## **Teaching and Learning**

- To be an effective role model in the classroom by setting high standards of teaching and learning for all department staff.
- Contribute to coaching, mentoring and sharing good practice, within the department, throughout the school and with partner schools.
- Use meetings to share good practice, moderate and cascade training.
- Offer INSET to the department and across the school in an area of expertise where appropriate.
- To encourage and facilitate the development and implementation of new teaching and learning strategies.

## **Quality Assurance and Accountability**

- Contribute to the monitoring and evaluation of teaching & learning, student progress, intervention and pastoral arrangements, within the department in line with whole school Quality Assurance measures.
- Hold department staff to account, providing support and challenge where appropriate.
- To plan continuous professional development in-line with whole school priorities and policies.
- Contribute to the management and Appraisal of staff attached in the department.
- Contribute to stakeholder engagement and communication with parents, carers and families.

### **Alder Community High School Commitment to the Safeguarding of Children and Young People**

Alder Community High School is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.