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Post:	Curriculum Leader: Computer Science & ICT
Responsible to:	SLT Line Manager
Responsible for:	Implementing and leading strategic developments within the Computer Science & ICT Department
Salary:	MPR/UPR +TLR2b

This job description should be read alongside the range of duties of teachers set out in the annual School Teachers' Pay and Conditions Document.

Job Purpose:	- To provide strong leadership that results in a Computer Science & ICT Department which provides first class teaching and learning opportunities for both students and staff. - To instigate and develop innovative approaches to Computer Science & ICT that will stimulate all students to achieve their full potential. - To ensure the delivery of high-quality provision in all curricular and extra-curricular activities. - To develop and maintain effective links with partner primary teachers to ensure a rapid progression of students learning throughout the transition process from Year 6 to Year 7. - To work collaboratively and effectively with other departments and the leadership team.
Key Responsibilities:	- To facilitate the delivery of Computer Science & ICT across key strategic areas and to liaise on timetable, planning and other curriculum issues. - To participate in curriculum development and relevant areas of academy policy making. - To undertake regular audits and quality assurance monitoring across the department to ensure the highest standards. - To develop appropriate and differentiated schemes of work at all key stages in conjunction with the department. - To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate. - To take a lead role in the department's monitoring and self-evaluation processes. - To ensure the effective implementation of academy policies. - To prepare individual and group reports; analysing and evaluating on summative data. - To promote and lead the delivery of all extra-curricular Computer Science & ICT activities across the academy. - To demonstrate and encourage high standards of professionalism from all staff associated with the department. - To demonstrate and inspire an enthusiastic and committed approach to teaching and learning within the department. - To co-ordinate the resources required for key strategic areas, giving support and guidance to relevant staff. - To effectively line manage the staff within the department. This may take the form of appraisal, quality assurance and day-to-day management.

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	• To demonstrate high levels of professionalism in the accurate completion of the administrative needs of the department, meeting all deadlines. • To ensure that appropriate arrangements are made for examination entries and statutory requirements.
Curriculum Management to include:	• Support in the designing a broad and balanced curriculum in Computer Science & ICT that reflects the ethos of the academy and meets the needs of all students. • Making sure that innovative and appropriate approaches to learning are made available to students with specific learning needs, for example: those with a low skill base, hearing or visual impairment and the very able. • Ensuring that the statutory requirements of the National Curriculum are met in Computer Science & ICT • Support in the evaluation of the design and delivery of the curriculum, continuously striving to improve all aspects. • Monitoring and evaluating progress towards meeting student achievement targets.
Financial Management:	• Setting long term and short-term budgets for resourcing the department appropriately and effectively. • Monitoring actual spend against forecast. • Evaluating use of financial resources to ensure that desired outcomes are met. • Advising the Finance Officer of potential additional funding for Computer Science & ICT assisting with the bidding process. • Exploring business opportunities to improve the resources of the Computer Science & ICT Department.
People Management:	• Adopting a strong, caring and flexible leadership style so as to influence and motivate staff and students to achieve their objectives and those of the academy. • Ensuring that the policies and processes in-place for assessing students and for setting, monitoring and evaluating attainment goals for students are implemented by all departmental staff and are accurate. • To support and develop any non-specialist teachers delivering Computer Science & ICT • Creating an environment where there is visible acknowledgement that everyone's contribution is valued.
Developing and maintaining strong community links:	• Developing initiatives to outreach to the community. • Assisting the leadership team to create and implement ways of actively involving parents and carers in the learning process. • Working in conjunction with our partner schools to share best practice and develop a cohesive approach to Computer Science & ICT • Networking with secondary schools in Leeds to share best practice. • Facilitating a broad range of activities in conjunction with staff, students and the wider community to deepen and broaden learners' experience in Computer Science & ICT
Resources / Safer Working Practice includes:	• Ensuring that physical resources to deliver the curriculum are acquired and are maintained effectively. • Making sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.

	• Ensuring that the interior and exterior of the building are maintained to a high standard that reflects the ethos of the Academy. • Managing the security and health and safety aspects, including legal obligations.
General Administration:	• Providing appropriate, accurate and timely management information to enable continuous evaluation of performance. • Checking that information required by various external bodies is produced within the given time scale and is of excellent quality. • Designing and implementing, in conjunction with the Assistant Principal, departmental procedures that complement academy procedures and ensure all stakeholders (students, parents, community members, all staff, and visitors) are valued. • Complete AM, Break and PM duties as required by the Principal.
Personal Responsibilities	• Hold positive values and attitudes and attitudes and adopt high standards of behaviour in their professional role. • To carry out the duties and responsibilities of the post, in accordance with the Academy's Health and Safety Policy and relevant Health and Safety Guidance and Legislation. • To take responsibility for safeguarding and promoting the welfare of children. • To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner. • To undertake training and professional development as appropriate
Accountability Key Performance Indicators:	• Percentage of students in Computer Science & ICT achieving at grade 4 and 5, well above national average. • Percentage of students in Computer Science & ICT achieving top grades, is well above national average (7-9). • All lessons formally observed to be good / outstanding • To create an environment that inspires and motivates students. • Actual budget spend against forecast.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

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Person Specification

Criteria	Essential/ Desirable	Evidence
Qualifications	**E/D**	
• Good honours degree directly related subject.	**E**	• Application.
• Qualified Teacher Status.	**E**	• References.
• MA / further qualification relating to subject.	**D**	
• MA / further qualification relating to educational pedagogy.	**D**	
Knowledge and Skills	**E/D**	
• Very good classroom practitioner with the propensity to become Outstanding.	**E**	• Application. • References. • Interview.
• Knowledge of current curriculum developments in subject and their implications.	**E**	
• Good knowledge and understanding of current educational thinking.	**E**	
• Exceptional levels of literacy and the skills to decimate this knowledge to others.	**E**	
• Proven ability to use intervention strategies to raise attainment of learners.	**E**	
• Ability to turn vision into reality.	**E**	
• Ability to inspire and motivate others.	**E**	
• Evidence of leading high quality extra-curricular activities.	**E**	
• Ability to use data to track and monitor student learning and achievement	**E**	
• Interactive use of IT systems for teaching and learning	**E**	
• Able to use interactive IT systems for teaching and learning.	**D**	
• Evidence of leading high quality extra-curricular activities.	**D**	
Experience	**E/D**	
• Successful record of teaching subject including excellent exam results at one or more of KS4 & KS5 (where relevant).	**E**	• Application. • References. • Interview.
• Proven track record in raising standards and achievement.	**E**	
• Experience of delivering INSET.	**E**	
• Record of contribution to extra-curricular activities.	**E**	
• Record of contribution to whole school strategies.	**E**	
• Evidence of leading highly successful and aspirational subject events	**E**	
Continuous Professional Development	**E/D**	
• Evidence of commitment to Continuing Professional Development	**E**	• Application
• Ability to lead the development of others within the area of [subject].	**E**	
Personal Qualities		
• A passion for education and making a difference.	**E**	• Letter of Application • Lesson Observation • Interview • References
• Excellent communicator.	**E**	
• Effective team leader/member.	**E**	
• Ambition.	**E**	
• Energy, and enthusiasm.	**E**	
• Drive and determination.	**E**	
• The ability to forge effective relationships that aid the progression of the department.	**E**	

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Other Conditions	E/D	
• Enhanced DBS Clearance.	**E**	

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