



Director of Computer Hub with responsibility for the Curriculum Area of Computer Science and iMedia (TLR 1A)	
Job Title	
Responsible to:	Senior Leadership Team Line-manager

This is a Church of England Academy. All staff are expected to ensure our Christian ethos is maintained and wherever possible further developed. This can be achieved by taking a full and active part in the worship and life of the school and by being positive role models for all members of and visitors to the school.

The school is committed to safeguarding and protecting the welfare of children and young people and the expectation is that all staff share this commitment.

OVERALL RESPONSIBILITY

- To lead and manage the Computer Hub and have responsibility for the Curriculum Area of Computer Science and iMedia
- To plan and deliver high quality lessons and schemes of work, using a variety of approaches, to continually enhance teaching and learning
- To teach students effectively according to their educational needs and level of ability
- To assess, record and report the achievement, progress and attainment of students in line with whole school procedures
- To maintain a purposeful and orderly atmosphere in which students are able to work effectively
- To work as an effective team member, undertaking delegated responsibilities at the direction of the Senior Leadership Team
- To implement and actively promote whole school policies, procedures and approaches

SECTION 1 - GENERAL TEACHING DUTIES

Teaching and Learning

1. Manage student learning through effective teaching in accordance with the subject area's schemes of work and policies.
2. Ensure continuity, progression and cohesiveness in all teaching.
3. Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
4. Set and mark homework regularly, (in accordance with the homework policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
5. Work with Learning Support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. Manage effectively as the leader of the Computer Science and iMedia Curriculum Area to improve the quality of teaching and learning.
7. Set high expectations for all students, to deepen their knowledge and understanding of Computer Science and to maximise their achievement.



8. Use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. Be immediately responsible for the processes of identification, assessment, recording and reporting for the students in their charge.
2. Contribute towards the implementation of any plans for students with additional needs, as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. Assess students' work systematically and use the results to inform future planning, teaching and curricular development.
4. Be familiar with statutory assessment and reporting procedures and prepare and present informative, helpful and accurate reports to parents.
5. Keep an accurate register of students for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the school policy.

Subject Knowledge and Understanding

1. Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. Keep up-to-date with research and developments in pedagogy and the subject area.
3. Have a thorough and up-to-date knowledge of current issues and developments in secondary education.

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
3. Cover for absent colleagues as is reasonable, fair and equitable.
4. Be familiar with the school and faculty documentation and support all the school's policies, e.g. those on safeguarding, Health and Safety, PSHE & Citizenship, Literacy and Numeracy etc.
5. Establish effective working relationships with professional colleagues and associate staff.
6. Be involved in extra-curricular activities, such as contributing to after-school clubs and visits.
7. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
8. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare, where appropriate.
9. Be aware of the role of the Governing Body of the school and support it in performing its duties.
10. Be familiar with and implement the relevant requirements of the current SEND Code of Practice, Disability Discrimination Act and Access to Work.
11. Consider the needs of all students within lessons (and implement specialist advice) especially those who:



- have SEN
- are gifted and talented
- are disadvantaged

Professional Learning - to be responsible for:

1. Supporting planning work and setting expectations
2. Continually monitoring performance
3. Developing the capacity to perform
4. Periodically rating performance through lesson observations
5. Rewarding good performance
6. Identifying the aims and objectives of the Computer Science and iMedia subject area at KS3 and KS4

Team Management

1. To lead the Computer Science and iMedia subject area in the continued evolution and revision of KS3 and KS4 schemes of work. To ensure that future developments are in line with the National Curriculum.
2. To monitor and control the management and organisation of administrative areas.

Resource Management

1. To identify the resource requirements of the KS3 and KS4 courses.
2. To ensure all resources are used effectively to support the curriculum and improvements in teaching and learning.
3. To manage the departmental budget and ensure expenditure is in line with the principles of 'best value' and in accordance with the school's procurement procedures.
4. To administer the KS3 and KS4 assessments and monitor the recording of results on the central database.
5. To manage the setting of KS3 and KS4 students and liaise with other departments and parents regarding changes implemented.

Specific Management Roles

1. Plan for enhancement activities at KS3 and KS4 to support the KS3 and KS4 Curricula and develop cross-curricular links.
2. To develop and monitor student tracking systems at KS3 and KS4 and lead the intervention programme for underachievement at KS3 and KS4.
3. To develop the virtual learning environment for the Computer Science and iMedia subject area.

Safeguarding

1. To adhere to the school's safeguarding policies and procedures and undergo safeguarding training.
2. To review the current 'Keeping Children Safe in Education' guidance and undertake regular refresher training for safeguarding.



Health and Safety

1. Be willing to undergo Basic First Aid training and update courses as appropriate.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Data Protection and Data Security

1. To ensure strict confidentiality in all areas of work.
2. To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
3. To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records) in line with all school policies relating to data protection and data security.
4. Undergo relevant induction and refresher training in regard to data protection and data security.

Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional learning, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Professional Learning process - evaluating and improving own practice, if appropriate.
4. Contribute to the professional development of colleagues, especially NQTs and ITTs, if appropriate.

N.B: Every subject teacher will be expected to have pastoral responsibilities

SECTION 2 - ADDITIONAL DUTIES FOR THIS POST

Any additional tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the school's professional development programme. This includes the completion of any other reasonable task as directed by the Headteacher.

SECTION 3 – OTHER DUTIES

All staff appointed to a teaching post will be required to commit to undertaking some form of professional research either classroom-based as part of the school's professional learning process or externally credited post-graduate qualifications. This will form part of colleagues' on-going, personalised CPD. Professional learning replaced the Performance Management programme in September 2018 and allows designated meeting time of six hours per year to develop an area of



professional practice. This area of professional improvement will be decided by each individual member of staff in line with whole-school and curriculum area needs.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

May 2021