



**Person Specification
Castleford Academy Trust
Director of Computing & Media**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status. • A degree in Computing, or in a subject related to Computing. 	<ul style="list-style-type: none"> • Honours degree in Computing or closely related subject.
Experience	<ul style="list-style-type: none"> • Outstanding teaching practitioner. • Experience of delivering exceptional attainment for all pupils. • Experience of developing ambitious, progressive and well sequenced curriculum plans at both KS3 and KS4 with outstanding improvement. • A track record of success in teaching and learning. • Experience of monitoring and evaluating teacher effectiveness in relation to standards and outcomes. • Experience of working with other teachers and professionals to extend their understanding and effectiveness. • Experience of successfully leading a Computing department. 	<ul style="list-style-type: none"> • Experience of developing partnerships with other schools and outside agencies. • Experience of delivering whole school CPD. • Experience of supporting heads of subject to improve their provision with evidence of impact.
Knowledge	<ul style="list-style-type: none"> • Effective use of assessment and attainment data to improve departmental standards and practices. • Knowledge of leading, designing and implementing a high-quality curriculum that promotes challenge and engagement for students and inspires staff. • An understanding of the KS2 and KS5 curriculum. 	<ul style="list-style-type: none"> • Knowledge and understanding of current teaching and learning issues relevant to the needs of the Trust. • A clear understanding of the role that effective school self-evaluation has in driving improvement.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent management skills ensuring that areas of development amongst the team are identified and addressed effectively. • Ability to lead people and motivate others to share and support the subject vision. • Ability to plan subject priorities with clear milestones of success. • Excellent communicator. • Ability to adapt to ever changing priorities. • Ability to identify skills within the team and utilise those skills to the benefit of the Trust, individual and department. • Ability to hold teachers within the Science team to account for performance. • School improvement planning at departmental level. 	
Professional Development	<ul style="list-style-type: none"> • Ability to provide evidence to show a commitment to professional development. • Ability to plan personal development for staff with varying levels of experience. 	



	<ul style="list-style-type: none"> • A relentless drive and commitment to getting the best out of all pupils with no child left behind. 	
Values	<ul style="list-style-type: none"> • Committed to Castleford Academy Trust values. • Committed to achieving the best for every pupil. • Committed to inspiring pupils and staff in the development of teaching initiatives and strategies, promoting Science as a subject. 	<ul style="list-style-type: none"> • Active contribution to the wider part of Trust life.
Personal Qualities	<ul style="list-style-type: none"> • Emotional intelligence and a clear understanding of how to get the best out of others. • Inspirational, dedicated and motivated individual. • Desire to be the best you can be. • Passionate about the education of young people. • Passion for Computing. • Good sense of humour. • Ability to stay calm under pressure. 	



**Job Description
Director of Science**

RESPONSIBLE TO	Director of Secondary Education
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MAIN AREAS OF RESPONSIBILITY

- Creating an environment across the Trust where pupils and staff develop and maintain a passion for Computing teaching.
- To implement an outstanding Computing & Media curriculum with an outstanding impact.
- Establish and maintain policies and practises which promote high achievement through effective teaching and learning.
- Support the delivery and implementation of the Trust IT strategy.
- Use data effectively to monitor and evaluate pupil progress; planning and implementing effective intervention to support all pupils to achieve highly across the Trust.
- Analyse national, local trust and academy data, research and inspection findings to inform curriculum area policies and practises, expectations and teaching methodologies and to report regularly to the Senior Leadership Team on progress and plans.

Effective Leadership

Use Leadership and Management (LM) time effectively to set a high level of expectation, maintaining the highest possible standards and sharing with members of the department plans and processes for department and Academy development.

Strategic

- Develop and articulate a coherent vision for Computing & Media showing a commitment to continuous improvement and short, medium and long term planning in line with the Trust Development Plan.
- Play a significant role in the formulation of subject specific development and improvement plans.
- Communicate any developments and educational initiatives/strategies to the Computing Leads in each Academy.
- Provide leadership and support in the improvement of high standards of professional practice.
- Provide, develop, monitor and evaluate: a set of subject aims and objectives; a curriculum and assessment methods which relate and contribute to the overall policies of the Trust and the National Curriculum.
- Delegate, with a view to staff development, specific responsibilities to other members of the subject departments as appropriate.
- Identify strategic & departmental training needs and individual team members continued professional development.
- Implement and maintain rigorous monitoring of academic standards for Computing across the trust and lead improvement strategies as required.
- To promote collaboration with other schools and organisations in order to share expertise and secure benefits for the staff and pupils of the school.
- Support Trust Leaders with the implementation of the Trust IT strategy.



Leadership & Management

- Contribute to the overall strategic direction and delivery of the Trust's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the organisation.
- Champion best practice in this area, demonstrating teaching skills and leadership qualities necessary to command respect and encourage commitment to raising standards.
- Scrutinise and monitor the performance and effectiveness of the subject in delivering the Trust's aims and objectives.
- Contribute to the Trust self-evaluation process and ensure the individual department heads contribute towards the setting of targets and work towards achieving them.
- Demonstrate strong leadership through strategic and analytical capabilities, in the development of all aspects of the Trust, including its policies and their implementation.
- Proactively devise and implement subject policies and procedures within relevant Trust policies.
- Lead, direct and develop staff for the continuous improvements in the quality of teaching and learning by motivating and enabling colleagues to share best practice across the subject.
- Maintain high standards of behaviour and discipline in the subject, ensuring behaviour management strategies are being followed, including supporting subject teaching staff during their lessons if/when appropriate.
- Develop and maintain effective methods of communication with Executive Leaders, Headteachers, SLT, other staff, pupils, parents, governors, external agencies and the wider community (including business and industry), etc.
- Identify and celebrate areas of success for individual teachers and the departments.
- Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the subject Development Plan and produce resources as a team.
- Attend meetings and actively contribute to the discussion.
- Implement Trust assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject.
- Work in partnership with academies across the trust and external schools, organisations and agencies to strengthen the Trust community.
- Liaise with subject leads on the effective deployment of any support staff.

Values

- Promote the work and image of the subject to visitors, potential pupils and parents.
- Ensure staff uphold the expectations and standards and principles of good classroom practice; encourage the sharing of good practice.
- Ensure departmental members participate with in-house training programmes to enable personal, professional and institutional development.
- Establish and foster effective working relationships with other academy trusts where appropriate.

Teacher Performance

Aspire to high quality teaching (Outstanding) and assessment through a range of relevant learning situations and maintaining the highest possible standards of discipline and pupil/teacher co-operation.



Performance Management

- Ensure subject leads have robust systems in place to monitor and assess staff performance, including planning, marking, classroom practice, take appropriate action if in any way it is inadequate, giving support where necessary; advising staff on their professional development needs.
- Undertake regular reviews; completing reports and returns, including annual reports to the Headteachers and Executive Leaders.
- Keep accurate, detailed and up-to-date records of all the work, achievement and plans at each academy.
- Monitor and evaluate, on a regular basis, the teaching and learning occurring in Computing departments across the trust through classroom observation for performance management purposes.
- Promote teaching and learning styles which ensure pupils realise their maximum personal and public examination potential.
- Ensure subject leads are effectively developing learning and monitor the appropriate use of marking to include clear target setting in classwork, coursework and homework.
- Ensure that subject leads hold accurate records of pupils' attainment are kept up to date, samples of work are effectively stored for moderation procedures and are sufficient to justify any teacher assessment for moderation.

Curriculum

- Keep abreast of national developments and take appropriate decisions that maximise the chance of success for every pupil.
- Ensure the provision of appropriate syllabuses, curriculum plans, homework programmes and activities all of which are properly differentiated, stimulating and stretching for each pupil; co-ordinate and monitor delivery to each year group.
- Ensure maintenance of pupil assessment records in line with Trust policy, including written and practical tasks and internal examinations; monitors quality and presentation of homework, progress and performance in relation to ability; promotes strategies to encourage excellence.
- Produce curriculum plans which relate directly to the programmes of study and syllabuses. These plans must contain information on the knowledge, understanding, skill, attitudes and experiences required of the pupils; how pupils will develop or acquire the knowledge etc. and how knowledge acquisition and application will be assessed.
- Ensure complete familiarity with the range of examination syllabuses in the subject and select of the most appropriate for the abilities of our pupils.
- Develop subject strategies for the pupils' spiritual, moral, social and cultural development, including citizenship and Fundamental British Values.
- Develop subject strategies and procedures (using national and Trust guidelines) for teaching and learning for pupils with special educational needs.
- Ensure the Computing Leads provide information to SENCOs and that the information is used to set subject-specific targets, and match curricular materials and approaches to pupil needs.
- Ensure the Computing Leads identify and support the subject cohort of more able pupils by developing teaching strategies to meet their needs, sharing good practice, tracking pupil progress and setting specific departmental targets for the group.
- Ensure that the Computing Leads support the Trust's implementation of all current statutory requirements, e.g. Access to Work, SEN, Equal Opportunities, Child Protection.



- Ensure appropriate, challenge and differentiated programmes of study and curriculum plans are in place for all Computing teaching groups and related courses.
- Secure and sustain effective teaching of the subject through structured quality assurance and rigorous monitoring and evaluation of all aspects of teaching and learning through lesson observations, feedback to teaching staff, work sampling, student interviews and written reports to the leadership team as necessary.
- Create a culture and environment that is conducive to success through innovation, engagement and enthusiastic delivery of vision and through guiding and supporting members of staff and pupils by offering leadership and advice.

Material Resources

Ensure subject leads manage the department budget allocation to provide appropriate materials and equipment for promoting and enhancing teaching and learning processes.

Health and Safety

- Undergo Basic First Aid training and update courses if desired.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety & welfare.

Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

Effective Liaison/Communication

- Communicate regularly with Computing Leads, making positive and constructive comments about work and pupil progress and keeping up to date with personal information, wider aspects of the Trust agenda, recreation opportunities and enjoyment and professional development.
- Meet regularly and work with the Headteachers and Executive Leaders for professional support and develop effective departmental management.
- Work closely with the Headteachers, Senior Leaders and Executive Leaders to promote the successful image of the Trust in the community.
- Monitor the accuracy of exam entries and dates and work effectively with the exam officer.
- Liaise with colleagues in order to provide a smooth transition between phases for all pupils.
- Liaise with other leaders in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship.
- Develop constructive relationships with key members of the Trust and community and provide helpful and accurate responses to parent/carer enquiries.
- Seek information from external sources e.g. subject advisors and strategy managers to support and influence the work of all in the department to ensure best practice is being implemented at all times.
- Where organisational needs arise, you must be prepared to teach across any academy within the Trust.



CPD

Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in Academy Development Plans taking full advantage of any relevant training and development available.
- Develop skills and knowledge for mentoring and coaching colleagues.
- Maintain a professional learning log and portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- To keep up-to-date in subject knowledge and new developments in Computing & Media.
- Keep up to date with methodologies in Computing & Media teaching to ensure teaching approaches engage those pupils requiring computer literacy for issues they will encounter through their working lives.
- Be aware of CPD offered through subject specific organisations.

Staff

- Contribute to, and take a leading role in, the provision of high-quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. PixL, WLC, outside training agencies, etc.
- Consider the expectations and needs of other members of staff, and in particular ensure that trainees and ECTs are appropriately monitored, supported and assessed in relation to QTS and Induction standards and those of the Trust.
- Review teachers and support staff as required by the Performance Management programme and use the process to develop the personal and professional effectiveness of each member of staff to engage all employees.
- Assist the Headteacher, by providing relevant evidence as requested, in assessing staff for threshold and beyond.
- Through a process of monitoring and evaluation of Trust and Academy Development Plans, context and Performance Management systems, establish the professional development focus for the coming year for each Computing Lead.
- Assist staff to identify existing knowledge and practice, guide professional learning by identifying success criteria, and support the process through a programme of reflective practice.
- Work with other teachers to develop practice by:
 - Leading professional development activities;
 - Assisting colleagues in matching teaching approaches to learning styles;
 - Providing demonstration lessons for (departmental) colleagues to observe within a framework of mutual trust and support.
 - Establishing a professional dialogue with colleagues to ensure staff feel confident to improve their skills.
 - Acting as consultant to teams that develop strategies for pupils experiencing difficulties;
 - Supporting staff in their professional development by being a critical friend, providing constructive criticism and further opportunities to develop teaching skills;



- Trialling teaching procedures, reporting back on successes and areas for further development and be open to colleagues' contributions and judgments.
- Networking with professionals at other / similar / feeder schools to enhance learning opportunities for staff;
- Mentoring and coaching members of the team to support and improve practice
- Supporting government and local initiatives.
- Lead in the use of 'gained time' by revising teaching, learning and curriculum materials in readiness for new academic year; taking the lead in collaborative planning sessions; provide additional pupil support or any activity directed by Executive Leaders.
- Ensure Subject Leads maintain a professional portfolio of evidence and departmental learning log to:
 - Support the Performance Management process.
 - Departmental data, to include public examination, departmental targets, comparative data with similar and national results and historical trends.
 - Lesson observation records and monitoring and evaluation outcomes.
 - OFSTED Departmental Report and Development Plan.
 - Departmental learning log and Professional Development Record.

Candidates must also be willing to undertake and other responsibilities in line with their grade as requested by the Trust.