



# Director of Computing & Strategic Lead of Cornwall Computing Hub

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Reporting to:	Headteacher, Deputy Headteachers
Key Contacts:	Leadership, Teachers, Support staff, Students, Parents
Location:	Based at Penrice Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Leadership Pay Scale (L10-14)
Hours:	Full Time

## Main Duties and Responsibilities

The Director of Computing will work under the direction of one of the Deputy Headteachers at Penrice Academy and their key roles will include:

- ❖ Inspire, motivate and influence students and staff, taking a leading role in maintaining the highest possible standards of learning and progress in Computing and Business
- ❖ Provide exceptional leadership of curriculum design, curating a knowledge rich and engaging curriculum that inspires our students and drives them to be successful.
- ❖ Build a collaborative, cohesive and successful team.
- ❖ Develop and maintain strong assessment and tracking processes to ensure our students understand the progress they are making.
- ❖ Quality assure the provision across the computing team and strategically plan to continue to improve the quality of education for our students.
- ❖ Plan and lead professional development opportunities for the Computing Team.
- ❖ To be aware of and work in accordance with the Teachers' Standards at all times, and to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

In addition to their duties at Penrice Academy, this role will also involve strategic leadership of the Cornwall Computing Hub. Key roles will include:

- ❖ Strategically lead the provision of the computing hub, coordinating CPD opportunities and partner school engagement.
- ❖ Coordination with NCCE (National Centre for Computing Education) and STEM Learning to ensure KPIs for the Computing Hub are being met.
- ❖ Attend meetings and training organised by STEM learning.
- ❖ Lead CPD training for Secondary colleagues, using NCCE programmes.
- ❖ Other activities related to the effective delivery of the computing hub.

## Communication

- ❖ To ensure effective communication as appropriate with the parents of students.

- ❖ To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

### **Pastoral**

- ❖ To monitor and support the overall progress and development of students within the subject area.
- ❖ To help monitor students' attendance together with the students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- ❖ To act as a Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- ❖ To contribute to the morals and ethics according to the school policy.
- ❖ To assist in the implementation of the Behaviour Management System within the programme/subject area so that effective learning can take place.

### **General Responsibilities:**

- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- ❖ To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- ❖ To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- ❖ To undertake any other duties as reasonably required by the Headteacher, to ensure the efficient and effective operation of the Academy.

### **Note:**

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

### **SPECIAL CONDITIONS OF EMPLOYMENT**




*Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.*

*All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.*

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>❖ Qualified Teacher Status</li> <li>❖ Degree in relevant subject</li> <li>❖ Current and recent Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>❖ Master Degree in relevant subject</li> <li>❖ NPQML / NPQLTD / NPQLT</li> </ul>	Application Form / Interview
Experience	<ul style="list-style-type: none"> <li>❖ Minimum of 3-5 years' teaching experience</li> <li>❖ Proven track record of outstanding outcomes in relevant subject area</li> <li>❖ Experience as a senior practitioner and of leading others</li> </ul>	<ul style="list-style-type: none"> <li>❖ Leading staff training and development</li> <li>❖ Line Management of curriculum team(s)</li> <li>❖ Experience of strategic planning and evaluation leading to improved provision</li> </ul>	Application Form / Interview
Specialist Knowledge and Skills	<ul style="list-style-type: none"> <li>❖ Working understanding of Ofsted and other educational frameworks</li> <li>❖ Effective communication, presentation, and interpersonal skills</li> <li>❖ Ability to communicate a vision and inspire others</li> <li>❖ Ability to build a team and form effective working relationships</li> <li>❖ Excellent subject knowledge and a sound understanding of an effective secondary curriculum in relevant subject area(s)</li> <li>❖ Able to evidence a sound understanding of working with data to improve outcomes for young people</li> <li>❖ Acute understanding of how students learn</li> </ul>	<ul style="list-style-type: none"> <li>❖ Ability to hold staff to account</li> <li>❖ Experience of working closely with other schools and Trusts to improve practice</li> </ul>	Application Form / Interview
Personal Qualities	<ul style="list-style-type: none"> <li>❖ A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection</li> </ul>	<ul style="list-style-type: none"> <li>❖ Unrelenting loyalty and optimism</li> <li>❖ to the school and the Trust</li> </ul>	Application Form / Interview

	<ul style="list-style-type: none"> <li>❖ Able to evidence and substantiate a commitment to developing a strong learning culture</li> <li>❖ Determination and passion for getting the best outcomes for all students</li> <li>❖ Ability to work under pressure and prioritise effectively</li> <li>❖ Commitment to uphold the high standards of the teaching profession at all times</li> <li>❖ A commitment to facilitate extracurricular provision</li> </ul>		
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Penrice Values and Ethos	<p><b>Pride</b> - Our students are proud to be part of this community. They take pride in how they present and conduct themselves, and in the quality of work they produce. Our staff take pride in their work with students to develop them both academically and socially.</p> <p><b>Respect</b> - We are respectful of each other and our beliefs, allowing individuals to grow into their own unique self without fear of prejudice.</p> <p><b>Success</b> - Students at Penrice are able to feel successful every day, not just through the outstanding academic results they achieve, but through small wins each time progress is made or an obstacle is overcome, knowing that being the best version of themselves is the ultimate quest and the only expectation we have.</p> <div>    </div>
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