

Head of Business & IT/Computer Science

This post carries the following responsibilities in addition to the generic duties assigned to all teaching posts.

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| Purpose | <ul style="list-style-type: none"> To provide clear and decisive leadership in order to ensure continually improving outcomes in relation to the school's aims and identified priorities To develop a vision for the faculty area that supports the vision of the school. To develop a culture of high expectations of self and others and embed this across the faculty. To raise standards of pupil attainment and achievement within the whole faculty area and to monitor and support pupil progress. To be accountable for pupil progress and development within the faculty area. To develop and enhance the teaching practice of others. To ensure the provision of an appropriately broad, balanced, relevant and differentiated faculty for pupils studying in the faculty area, in accordance with the aims of the school and the faculty policies determined by the Governing Body and Headteacher of the school. To be accountable for leading, managing and developing the faculty area. To monitor the effective management and deployment of teaching/support staff, financial and physical resources within the faculty area to achieve the aims of the school. |
| Reporting to | SLT Line Manager |
| Operational / Strategic Planning | <ul style="list-style-type: none"> To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty area. To oversee the day-to-day management, control and operation of course provision within the faculty area, including effective deployment of staff and physical resources. To monitor pupil progress across the faculty, analysing data effectively to inform actions to secure progress To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. To work with colleagues to formulate aims, objectives and strategic plans for the faculty area which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the School. To lead and manage the business planning function of the faculty area, and to ensure that the planning activities of the faculty area reflect the needs of pupils within the subject area and the aims and objectives of the School. To lead in collaboration with other school leaders, literacy, numeracy and ICT policies, ensuring impact on student progress To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty area are in-line with national requirements and are updated where necessary. To liaise with the SLT link to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective faculty curriculum which enables achievement of the school's strategic intents. |
| Teaching and Learning Development | <ul style="list-style-type: none"> To lead development for the faculty area supporting whole school philosophy. To engage with new and emerging educational policy and practice to ensure the faculty practice reflects the latest educational thinking To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. |

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| Staff Development, Recruitment and Deployment | <ul style="list-style-type: none"> • To develop a culture of high expectations of self and others and take decisive and appropriate action to recognise excellence in performance and address underperformance • To develop positive relationships and effective communication with staff to ensure clear accountability • To work with the senior leadership team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To be responsible for the efficient and effective deployment of the Faculty area's technicians/support staff. • To undertake Appraisal Review(s) and to act as reviewer for a group of staff. • To make appropriate arrangements for classes when staff are absent, and liaising with the cover staff • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures. • To participate in the school's ITT/GTP programme. • To be responsible for the day-to-day management of staff within the designated faculty area and act as a positive role model. |
| Quality Assurance | <ul style="list-style-type: none"> • To ensure the effective operation of quality assurance procedures. • To embed the school improvement planning cycle into the faculty and ensure that monitoring and evaluation strategies are embedded • To assist in the process of the setting of targets within the faculty area and to work towards their achievement. • To establish common standards of practice within the faculty area and develop the effectiveness of teaching in all subject areas within the faculty area. • To monitor the effectiveness of teaching using the school's agreed procedures • To monitor and evaluate the faculty area in line with agreed School self-evaluation procedures including evaluation against quality standards and performance criteria. |
| Management Information | <ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the faculty area • To analyse performance data and use it to inform departmental improvement planning • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To ensure that reports are produced within the quality assurance cycle (exam analysis, dept. review etc.) for each subject in the faculty area. • To provide the Governing Body with relevant information relating to the Faculty area performance and development as required. |
| Communications | <ul style="list-style-type: none"> • To ensure that all members of the faculty area are familiar with the values and aims of the school and how the faculty supports and embodies these • To convene and chair meetings of the faculty members on a regular basis to ensure effective communication • To ensure effective communication/consultation as appropriate with the parents of pupils. • To liaise with partner schools, further education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. |
| Marketing and Liaison | <ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases. • To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events. • To lead the promotion of the development of effective subject links with external agencies. • To lead the development of faculty based area of the website. |

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| Management and Resources | <ul style="list-style-type: none"> • To monitor the management of; the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty area budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records, employing best value practices • To work with the senior leadership team in order to ensure that the faculty area's teaching commitments are effectively and efficiently time-tabled and roomed within the constraints of the whole school faculty. • To ensure that the faculty area is a stimulating and attractive learning environment. |
| Pastoral System | <ul style="list-style-type: none"> • To monitor and support the overall progress and development of pupils within the faculty area. • To ensure the school's behaviour policy is embedded consistently across the faculty and all staff adhere to the non-negotiables • To lead the development of positive discipline and to be a role model to staff within the faculty • To monitor pupil attendance in the faculty area together with pupils' 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 |
| Other Specific Duties | <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support aims and embody its values (3Rs), encouraging staff and pupils to follow this example. • To uphold the STPCD at all times and be a positive role model to other staff • To promote actively the school's corporate policies. • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate. • To engage actively in the school's performance management review. • To be courteous to all colleagues and provide a welcoming environment to visitors and telephone callers |

The list above reflects the role's main duties and responsibilities at this time. However, in consultation with you, this may be changed in the future to reflect the needs of the school. Any changes will be commensurate with the leadership grade and will be in line with the roles overall purpose.

Note

- 1) Whilst the list overleaf provides a framework to inform post holders of the broad nature of this role, it is not meant to be exhaustive. All roles may be reviewed and the precise nature of the job description may change.
- 2) Responsibilities are subject to general duties and responsibilities contained in the statement of the Teacher's Pay and Conditions 2014.
- 3) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed as definitive.