

## Job Description: Head of Computer Science

**Job Title:** Head of Computer Science

**Pay Scale:** PT/EPT + TLR2B

**Hours:** Term time, 37.5 hours per week

All duties and responsibilities should be carried out in accordance with the School Standards and Framework Act and United Learning's policies and procedures. These standards set the expectations for good teaching practice alongside high standards of personal effectiveness. The Teacher Standards, along with this job description underpin the performance management of all teaching staff within the Academies.

### Purpose:

- To lead and manage the department in accordance with the Academy Development Plan.
- Ensure the highest standards of learning, achievement and development for all students working within your subject area. This will be achieved through clear and effective leadership of subject staff.

### Main Accountabilities:

#### To lead learning within the department through:

- Providing a vision for learning within the department in line with that of the College;
- leading on curriculum design and sequencing
- ensuring high standards of teaching, addressing any issues where teaching falls below the required standards;
- ensuring high standards of learning, addressing any issues evident from data analysis, self-review, or OFSTED inspection where learning falls below the required standards. This includes out of hours learning (homework);
- ensuring that all courses have schemes of work that enable examination objectives and other whole school objectives to be met. Ensuring that those courses are appropriately resourced;
- ensuring that learning is personalised through good use of assessment data and good assessment practice including focussed work for all ability levels including those with Special Educational Needs and those who are identified as Gifted and Talented;
- supporting staff in dealing effectively with student behaviour in order to remove barriers to learning;
- ensuring that department staff complete school monitoring, recording and reporting requirements to a high standard;
- ensuring value for money and the effective deployment of the department's annual budget.

#### To lead, train, support and manage department staff through:

- Ensuring that all new staff receive a comprehensive induction;
- supporting the continuing professional development of department staff;
- keeping up-to-date with relevant issues;
- facilitating the sharing of good practice through meetings and INSET;
- annual Performance Management of colleagues under direct line management.

#### To lead the relevant department's review and improvement planning work by:

- Analysing the examination results of students working within the subject and agreeing and implementing action points;
- contributing to the Academies annual self-review report (school SEF);
- observing an agreed number of lessons;
- ensuring the effective use of self-review tools including those which facilitate student feedback on their learning experiences;
- preparing improvement plans for the department.



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- Ambition
- Confidence
- Creativity
- Respect
- Enthusiasm
- Determination