

JOB DESCRIPTION - HEAD OF COMPUTER SCIENCE

Salary: MPS/UPS, (TLR2b)

Role Purpose:

- To set the strategic direction for the development of the IT Department
- To promote excellent teaching and learning throughout the IT Department
- To promote enthusiasm for IT amongst students during their time at the Academy.

KEY TASKS

Strategic Direction and Development

- To have ambition and vision for the performance of the IT Department, establishing Departmental Development Plans for the subject and monitoring the progress made in achieving them
- To communicate and cooperate with other departments and to share good practice
- To keep abreast of academic developments in IT and of changes to the exam specifications on offer, making appropriate decisions about choice of exam board that meets the need of the students.
- To establish and promote departmental policies in line with whole Academy policies on such areas as differentiation, independent learning, provision for the most able, assessment and homework
- To complete the Departmental Review of external exam results annually, with reference to baseline data
- To establish high standards for teaching and learning within the department and to carry out regular learning walks
- To assist in the evaluation and appraisal of members of the department via the Professional Development programme
- To keep schemes of work under review and to ensure at the start of each academic year that appropriate schemes of work are available for all staff in the department
- To encourage innovative and imaginative curriculum work and the sharing of teaching resources
- To analyse examination results and to review teaching and learning in the light of these results
- To coordinate the setting and marking of internal examination papers

Leading and Managing

- To promote a positive atmosphere in the department which enables all staff to develop and maintain an enthusiastic and confident attitude towards the teaching of IT at a high level
- To support the development and induction of PGCE students, NQT candidates and new teachers
- To advise the Assistant Principal (CPD) of departmental training needs
- To support colleagues, wherever and however appropriate (e.g. in the development of classroom management strategies)
- To keep clear records of all students, including internal assessments, examinations and external examination results
- To plan, coordinate and promote extra-curricular activities that encourage students to develop an enthusiasm for IT.
- To liaise with the Assistant Principal (Character and Culture) in mapping the department's contribution to the academy's SMSC provision.

- To hold regular departmental meetings

Efficient and Effective Deployment of Resources

- To produce timetable requirements in consultation with the Vice Principal
- To run the department within its budgets
- To ensure that rooms, furniture, equipment, wall displays, etc. are maintained to a high standard in order to create an effective and stimulating environment
- To oversee the issue and return of books etc. to students, maintaining stock appropriately and to liaise with the Librarian regarding library requirements

RELATIONSHIPS

You will work closely with all members of the IT Department

RESPONSIBILITY LEVEL

You will be responsible to the member of SLT linked to the IT Department

JOB SPECIFICATION - HEAD OF COMPUTER SCIENCE

Essential	Desirable
Qualifications and Education	
<ul style="list-style-type: none"> ● Suitable Degree ● Qualified Teacher Status ● Evidence of significant continued professional development 	<ul style="list-style-type: none"> ● Evidence of further pursuit of professional development and accreditation (e.g PGCert/PGDip/M.Ed)
Knowledge and Experience	
<ul style="list-style-type: none"> ● Evidence of outstanding classroom practice within the past year. ● Experience of teaching across the full age and ability range, including Post 16 ● Excellent teaching skills and the desire to improve others' practise further. ● Able to demonstrate high quality, creative and innovative classroom practice. ● Clear knowledge and understanding of the effective use of Academy data to raise standards in teaching ● An awareness of the impact that their subject can make to the whole Academy ● Be a role model for high quality teaching and learning ● Evidence of raising achievement and standards as a result of excellent classroom teaching skills 	<ul style="list-style-type: none"> ● To have experience of monitoring the impact of teaching and learning intervention within the classroom setting and sharing this with whole staff ● Leading or managing a team. ● Clear knowledge of assessment strategies, procedures and implementation ● Ability to use Information Technology to enhance teaching, including interactive whiteboards. ● Experience of pastoral responsibility in a secondary school/academy ● Aspiration to future assistant headship ● Evidence of successful project management, incorporating planning, successful implementation and effective evaluation of strategies
Personal Skills and Qualities	
<ul style="list-style-type: none"> ● Motivated and committed to improving standards in the classroom ● Effective interpersonal skills and communication to develop sound relationships with staff ● Ability to manage time and prioritise workload to meet deadlines ● Ability to inspire and support others ● Commitment and understanding of the values and ethos of Plympton Academy ● Energy, charisma and dynamism with the drive to help develop the Academy's curriculum ● Ability to think creatively ● Resilient and responds well to challenge ● The ability to work as part of a team and to support its members ● Initiative ● Availability for extra-curricular activities ● A professional approach which inspires confidence in teachers, pupils and parents ● Calmness and efficiency, with the ability to work under pressure 	<ul style="list-style-type: none"> ● Able to promote learning and enhance skills beyond the curriculum and classroom. ● Desire for promotion and further professional development to support this. ● Ability to promote good teaching and learning across the wider learning community