

**TEACHING STAFF**  
**JOB DESCRIPTION**

<b>ROLE TITLE</b>	Head of Computer Science
<b>CONTRACTED HOURS</b>	Full time
<b>LOCATION</b>	County Upper School
<b>GRADE / SCALE POINT – SALARY</b>	MPS/UPS + TLR
<b>REPORTING TO</b>	Headteacher

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

**JOB PURPOSE**

To lead and manage the organisation and teaching of Computer Science at the school, and to ensure that students achieve their full potential in this subject area.

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

**KEY TASKS & RESPONSIBILITIES**

- Lead and manage the teaching of Computer Science.
- Monitor the quality of teaching and learning within the department. This will include the scrutiny of lesson plans, book sampling, ensuring that work is regularly and thoughtfully marked providing levels and guidance on how to improve performance, that homework is regularly set and marked.

- Ensure effective moderation systems in place for coursework elements of courses.
- Ensure schemes of work, units of work and lesson plans fulfil the entitlement of National Curriculum and Examination Boards' criteria, are reviewed regularly and have a focus on delivering the best learning outcomes.
- Make effective use of data to raise attainment.
- Oversee recording and reporting of student progress at all Key Stages.
- Co-ordinate the efficient deployment of staff to ensure high quality teaching and learning; provide support and coaching for department members to become outstanding practitioners and where appropriate to facilitate relevant CPD sessions; keep abreast of new developments in the subject curriculum and take reasonable opportunities to gain further subject knowledge and teaching skill as required.
- Manage and deploy the faculty budget effectively.
- Be responsible for overall discipline with the faculty; to create a positive and efficient working environment.
- Act as Team Leader in carrying out some of the Performance Management Reviews of staff in the Computer Science Faculty
- Develop, implement and review Computer Science Faculty Handbook to ensure that faculty policies are updated and in line with whole school policies.
- Examination entries
- Ensure that the Faculty complies with Health and Safety legislation.

The post holder will undertake any other reasonable duties in line with the nature of this post as directed by the Headteacher.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Recognised QTS</li> <li>• Degree</li> <li>• Evidence of commitment to own professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Management training</li> <li>• Registered on NPQH</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of teaching relevant key stages</li> <li>• Excellent classroom teacher with a proven commitment to improving the quality of children's learning</li> <li>• Knowledge and experience of School Development Planning and Curriculum Planning</li> <li>• Successful leadership and management experience within a school.</li> <li>• Evidence of liaising collaboratively with colleagues</li> <li>• Experience and knowledge of managing challenging behaviour</li> <li>• Experience of monitoring teaching and learning</li> <li>• Understanding the importance of using data to raise standards</li> <li>• Evidence of successfully mentoring or providing general pastoral support to colleagues.</li> <li>• Experience of working successfully with parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in one or more schools</li> <li>• Experience of having responsibility for a class in relevant key stages</li> <li>• Experience in organising and leading assemblies</li> <li>• Evidence of participating in and developing extra-curricular activities</li> <li>• Experience of Performance Management</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding and promoting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of effective working with governors</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to motivate and lead a team with sensitivity and energy</li> <li>• Ability to communicate effectively, both written and oral, with a wide range of people</li> <li>• Skill at managing change</li> <li>• Proven success in working with children across a range of age and ability.</li> <li>• Ability and willingness to use tact and sensitivity as second nature.</li> <li>• Stamina and a positive approach to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and understanding of ICT as a management tool</li> <li>• Ability to foster links with local community and with other schools, locally, nationally and internationally.</li> <li>• Ability to motivate commitment among all staff groups and to lead staff meetings</li> <li>• Sympathetic to the ethos of the school</li> </ul>
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