MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL
Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence

Head of Computer Science +TLR 2C (Outer London Allowance)

Candidate Information Pack

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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Head of Computer Science

We are looking for an enthusiastic and innovative leader of Computer Science, with strong interpersonal skills and a commitment to achieving high standards within a thriving and growing department. The successful candidate will have a strong academic background and be an excellent classroom practitioner who is capable of inspiring and motivating students.

We aim for all students to study Computer Science in Years 7-9 and the subject is a popular option at GCSE and A level. Most of our A level students go on to study the subject at university. The department is housed in a purpose-built block, equipped with up-to-date student computers and large touch-screen teaching displays.

The Computer Science enrichment programme includes Coding Clubs, visits and participation in national computing challenges, including the British Informatics Olympiad.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We subscribe to an Employee Assistance Programme run by Education Support, which is free to all staff, alongside GymFlex, offering reduced prices for gym memberships. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs and offer a secondment programme onto the Senior Leadership Team for middle leaders. We are currently consulting staff and parents about introducing a two-week half term in October, starting in 2025.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, my PA, to make an appointment.

Kind regards,

Andy Stainton
Headteacher

Head of Computer Science

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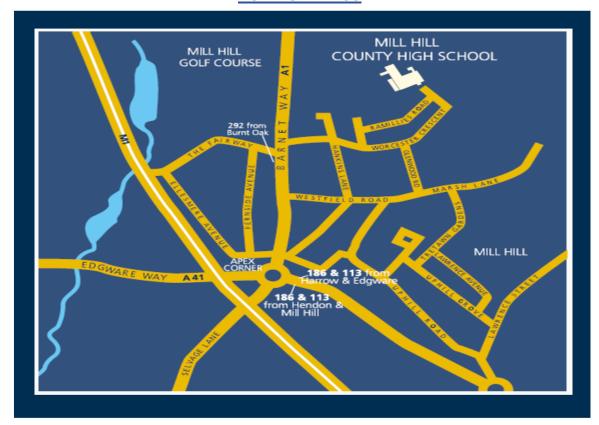|	
Title of Post:	**HEAD OF COMPUTER SCIENCE**
Salary:	Main Scale or UPS 1-3 Outer London Allowance + TLR 2C (£7,847)
Commencement:	September 2025
Contract:	Full time – Permanent

We require, from September 2025, a Head of Computer Science to lead this popular and successful growing subject.

If you would like an informal conversation about this post by telephone or would like to visit the school, please email your request to the headteacher's PA, Amanda Leonard, at leonarda@mhchs.org.uk or alternatively to apply for this post please email your completed application form to leonarda@mhchs.org.uk

Closing Date: 9am Monday 27th January 2025

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake
all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.
HOW TO FIND US

Head of Computer Science

JOB DESCRIPTION

TITLE OF POST: **Head of Computer Science**

RESPONSIBLE TO: **Deputy Headteacher**

DUTIES & RESPONSIBILITIES in addition to the Teachers' Standards:

TEACHING & LEARNING
- develop policies for the subject which reflect the School's commitment to high achievement, effective teaching and learning;
- establish, with the involvement of relevant staff, short, medium and long term plans for the development of the subject;
- monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, and use this to guide further improvement;
- by establishing provision of structured schemes of work, ensure curriculum coverage, continuity and progression in the subject for all pupils;
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different pupils;
- establish, and implement, clear policies and practices for assessing, recording and reporting on pupils' achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement;
- evaluate progress and achievement in the subject by all pupils;
- systematically monitor the quality of teaching through observation of lessons and adherence to the School's monitoring systems, and take action to improve further the quality of teaching through professional debate based on good practice;

MANAGEMENT OF PEOPLE
- establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
- audit training needs of staff;
- lead professional development of subject staff through example, coaching and support, and co-ordinate the provision of high quality professional development, drawing in other sources of expertise as necessary;
- ensure high quality training, monitoring and support is provided during the induction of new staff and for trainee teachers;
- assist colleagues to achieve expertise in their subject teaching and to meet targets;
- work with the SENCO and any other staff with special educational needs expertise to ensure that individual education plans are used to set subject-specific targets and match work to pupils' needs.
- ensure you operate as a role model through meeting deadlines and modelling best practice

MANAGEMENT OF RESOURCES
- establish resource needs for the subject and advise senior management/line management of likely priorities for expenditure;
- manage available resources to meet the objectives of school and subject plans;
- provide guidance to departmental staff on implementation of whole school policies relating to the teaching environment and health and safety.
- Source, promote and support the delivery of enrichment opportunities for students of English

COMMUNICATIONS
- chair and minute departmental meetings on a regular basis;
- establishment and maintenance of lines of good communication within the Department and with other staff, pupils, parents, Governors and appropriate outside agencies.

SAFEGUARDING
- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

EQUALITIES
Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for all to achieve.

ADDITIONAL INFORMATION
Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

Head of Computer Science