

Head of Computer Science - Job Description

Salary: TLR2a

Responsible to: Assistant Headteacher
Head of Faculty

Responsible for: Raise standards of student attainment and achievement within the whole faculty area and monitor and support student progress.
The provision of a full learning experience and support for students.

Job Purpose:

- To design, implement and evaluate the faculty strategy for raising the standards of student attainment and achievement.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support designated faculty areas as appropriate.
- To monitor and support the overall progress and development of students as a teacher/ Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To publicly support and privately challenge the Head of Faculty in pursuit of improved student outcomes.

In addition to the job description above this post is subject to the National School Teachers' Pay and Conditions.

Specific Responsibilities:

Leading, Motivating and Developing

- To work with the Assistant Headteacher/Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SIP.
- To be a positive role model for other staff members.
- To attend Faculty Leadership Team meetings.
- To lead on specific areas of faculty improvement plan.
- To contribute to faculty development and CPD
- To support underperforming teachers to enable them to improve their practice.
- To line manage, as directed, individuals within the faculty.
- To undertake Performance Management Review(s) and to act as a reviewer for a group of staff within the faculty.

Deputising for the Head of Faculty

- To work with the Assistant Headteacher / Head of Faculty to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To ensure effective induction of new staff in line with School procedures.
- To ensure that quality cover work is provided for classes when staff are absent and support the work of Cover Supervisors/cover teachers within the faculty.
- To promote teamwork and to motivate staff to ensure effective working relations
- To ensure that all members of the faculty are familiar with its aims, objectives and vision.

Standards and Progress

- To work with the Assistant Headteacher / Head of Faculty to formulate aims, objectives and strategic plans for the faculty which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To attend relevant whole school meetings, namely KS3 and/or KS4 leader meetings.
- To monitor student performance and undertake relevant data analysis of assessment data obtained through Go4Schools.
- 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 coordinate, monitor and evaluate the curriculum provision for designated year groups/subjects within the faculty.
- To coordinate the assessment practices for Computer Science and ICT.
- To lead in the development of a coherent KS5 provision in Computer Science/ICT and/or a Level 2 qualification providing functional ICT.
- To develop the curriculum provision through alteration to the schemes of learning, supporting resources and assessments.
- To liaise with parents and our pastoral systems to address concerns around student attainment and/or engagement.
- To bring any concerns regarding the quality of teaching to the Assistant Headteacher.

Challenge

- To provide extra-curricular opportunities for students within the faculty.
- To organise internal and external events that promote further challenge for able mathematicians.
- To share strategies to challenge more able learners in all faculty classrooms.
- To undertake the required tasks to allow for off-site events that support challenge.
- To coordinate additional qualifications offered to support the progress and attainment of students.
- To contribute to whole school activities to raise the attainment of underperforming prior attainment groups.

Teaching & Learning

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and the school subject specialism are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school policies.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To set appropriate targets for students in line with school policy and procedure as required.
- To implement the school policies re Homework.

Operational/ Strategic Planning

- To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Faculty Area and Department.
- To contribute to the Faculty Area and faculty's improvement plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school planning activities.

Curriculum Provision

- To assist the Head of Faculty to ensure that the faculty area provides a range of teaching which complements the school's strategic objectives and SIP.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the SIP.

CPD

- To take part in the school's CPD programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.

Quality Assurance

- To help to implement school quality control systems procedures and policies and to adhere to these.
- To contribute to the process of monitoring and evaluation of the faculty in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To attend team meetings etc in accordance with the school calendar.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communications

- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To communicate effectively with the parents/carers of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings Parents Evenings etc.
- To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
- To ensure the effective/efficient deployment of classroom support

Learning Support System

- To be a Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated Tutor Job Description.
- To liaise with the Learning Mentors and SEN to ensure the implementation of the school's Learning Support System and mentoring.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans, IEPs and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHEE, citizenship and enterprise according to school policy
- To apply the Behaviour Policy and systems so that effective learning can take place.

General

- To play a full part in the life of the school community and to encourage staff and students to follow this example.
- To promote actively the School's Policies & Procedures.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.