



Job Description

Head of Computer Science and ICT

Salary: MPR / UPR & TLR 2A (£3,214)

Hours: Full-Time (32.44hrs per week)

Contract: Permanent

Responsible to: Assistant Head

Start date: Ideally 15th April 2024

Closing date: 17th March 2024

Interview Date: Week commencing 18th March 2024

Job Purpose

- To provide effective leadership and management and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement, in particular improving examination outcomes at GCSE.
- To provide strategic and operational leadership and management of Computer Science and ICT, securing high rates of attainment and progress from all students Year 7 to 11, and to be accountable for Computer Science and ICT outcomes and the performance of its staff.
- To support and promote the vision and values of Thornden School in and beyond the classroom.
- To support and promote the policies of Thornden School, especially with regards to equality, learning and behaviour.
- To teach Computer Science and ICT, up to KS4.

Key areas of responsibility

Subject Leadership

- To inspire team members by personal example and hard work.
- To effectively manage the human resources of the Computer Science and ICT department.
- To create a vision, sense of purpose and pride in the Computer Science and ICT department, rooted in collaborative working practices and a commitment to the highest professional standards by the whole team. To provide clear, achievable, aspirational strategic and operational goals for the department, including those contained within the School Development Plan, communicated through a Subject Development Plan.
- To ensure a high-quality curriculum appropriate for all students, which meets statutory requirements and supports the aims of the school and is extended by a range of extra-curricular provision which engages and enriches students further.

- To lead, manage and be accountable for the performance of the TLR holders in Computer Science and ICT in order to secure: high quality learning and teaching from all teachers: high-quality progress tracking and intervention; and high-quality curriculum co-ordination and development (inc. assessment); leading to students achieving highly compared to similar students in similar schools nationally.
- To ensure that support staff in Computer Science and ICT are effectively deployed and utilised.
- To manage personnel policies and procedures in Computer Science and ICT, including appraisal, absence management, professional development and others, and to promote the well-being of staff.
- To work in partnership with the other Heads of Department to develop and share best practice in subject leadership and management, in order to secure consistency of standards between departments.
- To oversee subjects within Computer Science and ICT, undertaking specific subject-related tasks as indicated below, including the management of designated staff, utilising the expertise of UPS2/3 teachers and TLR-holders.

People Leadership

- To identify and celebrate areas of success for individual teachers and the subject.
- To help create an effective team by promoting collective approaches to problem-solving and curricular/subject development, e.g. consult when writing the development plan and produce resources as a team, delegate tasks and areas of responsibility around the team.
- To chair and produce the agenda for effective Computer Science and ICT department meetings. To ensure minutes are made, and stored, informing others as appropriate.
- To undertake Performance Management of designated teaching and support staff in accordance with whole-school procedures and standards, including managing underperformance.
- To coach and mentor subject teachers and support staff where appropriate, and otherwise ensure the development needs of individual staff are identified and provided for.
- To ensure UPS staff make an appropriate substantial additional contribution to the development of the subject and the life of the school, reflected in the performance management reviews.
- To make arrangements for classes when staff are absent, ensuring appropriate cover is set, liaising with appropriate staff within and outside of the department.
- To participate in the interview process for teaching and non-teaching posts where appropriate and when required. Ensure effective induction of new staff in line with school procedures.
- To promote teamwork and motivate staff to ensure effective working relations, including the maintenance and development of a positive working ethos, and by acting as a positive role model to other staff.
- To participate in Thornden's ITT and ECT programme where required.
- To actively promote and support the well-being of all Computer Science and ICT staff, including the absence management of designated staff.

Quality Assurance

- To ensure Computer Science and ICT performance is monitored and evaluated in an accurate and effective manner throughout the year, in line with school's self-evaluation policies and procedures.
- To implement effective quality control systems (e.g. standardisation, work sampling, lesson observation, Learning Walks, moderation, student voice) against school and national standards, in accordance with school policies and procedures.
- To address any issues of underperformance by teaching or support staff, bringing about improvement in performance and improved examination performance.
- To ensure effective arrangements are put in place for Performance Management within the Subject.

Pastoral System / Inclusion

- To be responsible for maintaining discipline in the Computer Science and ICT department by ensuring staff implement all relevant school policies so that effective learning can take place (e.g. ensuring that On Call procedures are correctly and consistently used and all staff for all year groups consistently). Support staff during lessons when appropriate.
- To act as a Tutor in the short term, and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure successful transition of individuals and whole cohorts as necessary.

Subject Development

- To create and implement a Subject Development Plan that appropriately sits within whole school improvement.
- To ensure National Curriculum requirements and examination course specifications are understood and effectively and correctly implemented by all teaching staff.
- To implement school assessment and target setting policies and make effective use of data to monitor and evaluate the achievement and attainment of students in Computer Science and ICT.
- To ensure attainment and progress is accurately and consistently assessed and tracked by teaching staff and that effective intervention activities are implemented to address underperformance.
- To ensure a well-planned, stimulating, challenging and academically rigorous curriculum experience linking across 5 years of study.
- To lead and coordinate the development of comprehensive schemes of work which provide a rich experience for students, and to incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
- To develop departmental staffing, strategies, and procedures (using national and school guidelines) for the teaching and learning of students with special educational needs and disabilities (SEND).
- To work with the SENDCO to match curricular materials and approaches to the needs of students with SEND.

- To ensure effective provision for the academic progress and attainment of students who are Pupil Premium.
- To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch breaks or a club, trips and visits, through collaborative practices and effective delegation.

Liaison / Communication

- To develop and maintain effective methods of communication with the Executive Headteacher, Headteacher, SLT, other staff, students, parents, governors, external agencies, and the wider community.
- To meet regularly with the SLT line manager for professional support and to develop effective departmental leadership.
- To attend and participate in other management meetings as necessary.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies, as required, to promote excellence and achieve the goals of Thornden School.
- To act as the initial person for others to contact regarding all issues relating to the subject, liaising with other staff, parents, students, and governors in a professional and positive manner as and when required.
- To inform staff about new developments and ideas related to the subject and relevant wider education policy.
- To co-operate with all relevant Health and Safety processes.
- To manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
- To provide helpful and accurate responses to parent/carer enquiries.

Marketing

- To assist in effective recruitment and marketing strategies e.g. Open Evenings, web-site, Twitter etc. and to liaise with relevant agencies as appropriate.
- To ensure appropriate communication/consultation with students and parents or carers, and prospective students/parents or carers, including via the school's web site.
- To ensure departmental participation in whole school events such as Open Evening.

Administration

- To efficiently and effectively manage the Computer Science and ICT budget and resources.
- To ensure a safe and secure working environment where Health and Safety guidelines are adhered to.
- To oversee and monitor the accuracy of exam entries and dates and to ensure effective liaison with the exam officer.
- To manage the effective deployment of rooms and resources in the department, working with SLT to ensure efficient and effective timetabling.

Equal Opportunities

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the School's equal opportunities policies.

Other

- To undertake supervisory duties as is required
- To attend assemblies
- To undertake all training as required
- To work co-operatively with others towards shared goals
- To be aware of and to comply with policies and procedures including those relating to child protection and safeguarding, health and safety, and security and confidentiality
- To promote and ensure the health and safety of students, staff and visitors at all times

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.