



Job Description

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| JOB TITLE | Head of Computer Science, IT & Digital Learning |
| PHASE | Secondary |
| REPORTING TO | Deputy Headteacher for Academic Standards |
| RESPONSIBLE FOR | Specified Curriculum Area |

Job Purpose

- To lead staff within the department, implementing systems which drive standards in teaching and learning, leading to improved student progress, attainment and achievement.
- To lead in developing and enhancing the practice of the team of IT and Computing teachers and the learning opportunities provided.
- To ensure that key cross curricular themes are promoted both through the teaching of knowledge, skills and understanding but also by the teaching and learning methods used.
- To take responsibility for the overall leadership of data analysis, internal and external verification and assessment of courses within the faculty

Duties and Responsibilities

Planning and Staffing:

- To work closely with the Deputy Headteacher for curriculum and academic standards to formulate aims, objectives and strategic plans for the IT and Computing department courses, demonstrating coherence and commitment to raising aspirations, promoting high achievement and meeting the learning needs of individuals and groups of students.
- To promote partnership planning in order to ensure high quality provision of learning experiences
- To work with staff to develop, and QA, appropriate schemes of learning and resources which promote high quality and enjoyable learning.
- To make a significant contribution to the school SEF and Department Improvement Plan.
- To carry out learning walks, supporting the Teaching, Thinking and Learning (TTL) Drive Team, to monitor effective implementation of the curriculum.
- To monitor and intervene in student progress as necessary
- To support with making appropriate arrangements for classes when staff are absent, ensuring appropriate cover is set and liaising with the cover team to secure appropriate cover.



Curriculum Development:

- To oversee curriculum planning for the department
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels, particularly with regard to the Performance tables
- To maintain accreditation with the relevant examination and validating bodies
- To work with SLT and the TTL Drive Team to ensure the effective implementation of the curriculum

Information Management:

- To ensure subject work is suitably ready for submission and moderation of work is successfully completed to a high standard
- To maintain accurate and up-to-date information and data for all subjects

Communications:

- To work with the Examinations Officer to ensure appropriate arrangements are made for student entry for public tests and examinations.
- To work with SLT to ensure reporting to parents and carers is accurate

Marketing and Liaison:

- To ensure that the department's subject sections of the school website are up to date and relevant.
- To work with the SLT to ensure the effective promotion of subject courses at Open Evening, KS4 and 5 Options Evenings, other school events and on social media

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Holcombe Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.



ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.



- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Head of Department within Thinking Schools Academy Trust

Name:.....

Signed:

Date: