JOB DESCRIPTION

Department:	Education
Section:	Frome College
Job Title:	Head of Computer Science and IT
Reports To:	Principal

Main Purpose of Job:

Provide clear, cohesive leadership and direction in teaching and learning and manage and motivate colleagues in developing innovative teaching strategies to enhance the quality of teaching and learning to ensure excellent outcomes for all students.

Head of IT and Computer Science
Responsibilities and Duties:

- To champion best practice in your subject area, demonstrating outstanding teacher skills and leadership qualities necessary to command respect and encourage commitment to raising standards and students' engagement and aspiration.
- Collate and coordinate the termly tracking of student data, identifying key groups of students to include pupil premium, boys, SEND, child looked after etc. Coordinate intervention with underachieving students. This will include regular monitoring, tracking and reporting of student outcomes. Regularly evaluate intervention strategies to monitor their impact.
- Plan Schemes of Learning in your subject area and the resourcing of subject teachers
- Review and develop Schemes of Learning across your subject area to ensure high aspiration, ensuring they are being implemented by faculty staff.
- Co-ordinate extra-curricular opportunities including Cyber Centurion, Robotics Club, National Robotics Competitions, Enterprise Awards for Computer Science Projects
- Share good practice across all years in your subject, supporting and mentoring staff where your subject specialism is not their specialised subject.
- Centralise resources including exam papers.
- Monitor and carry out regular assessments of students' written work, implementing strategies to improve practice where necessary.
- Manage the timetable for assessment and exams.
- Performance Manage staff, including regular staff appraisals.
- Liaise with First and Middle Schools and develop a strategy to ensure a smooth and positive transition for students to the faculty. Be proactive in promoting Computer Science & ICT to First and Middle School students, using various strategies which will include coordination of events e.g. gifted and talented workshops.
- Coordinate relevant events to celebrate and promote ICT to students and the wider community.
- Be the lead teacher in promoting and monitoring the use of technology in lessons across the faculty, reporting on its impact.
- Co-ordinate the literacy strategy within the ICT Faculty
- Be a member of the ICT Strategy Group, making contributions accordingly.
- Share best practice across the college, where applicable in your leadership capacity
- Be a champion of health and safety in the faculty.
- Establish/maintain high standards of behaviour in classes within the subject using the College's rewards and sanctions policy.

Reporting to:

Principal	
Salary/Grade:	
MPS/UPS TLR 2B £5,348	
Curriculum Development:	

- To support curriculum development of the faculty
- To keep up to date with National developments within pedagogy and teaching practice and methodology.
- To monitor and respond to curriculum development and initiatives at National, regional, and local levels

Staff Development:

- To work with team to create innovative resources that reflect our desire to be an acknowledged centre of excellence.
- To participate in the induction process for ECT teaching posts when requiredand to ensure effective induction of new staff in line with College procedures
- To promote teamwork and to motivate staff with a 'can-do' philosophy to ensure effective working relations

Communications:

- To attend team meetings, presenting information and analysis when required
- To liaise with the SEND Department to ensure SEND/vulnerable students are supported and that an ethos of inclusion is maintained across the department.
- To attend Subject Leader and Middle Leader Meetings.
- To present at SLT meetings.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- Ensure that you and the team are aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Principal and/or Child Protection Officer as necessary.

Teaching:

- All teachers are subject to the conditions of employment set out annually in the School Teachers' pay and conditions document. The College complies with these requirements in order to make reasonable demands of teachers. The responsibilities outlined in this job description are in addition to those covered inthe generic teachers' job description.
- All teachers are expected to meet the Teachers Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected tomake a significant and sustained wider contribution to the College.

Additional Duties:

- To play a full part in the life of Frome College, to support its written statement of values and aims, the broad aspirations of Frome College and to encourage and ensure staff and students to follow this example.

- Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

- Employees will be expected to comply with any reasonable request from a Leader to undertake work of a similar nature 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 and to maintain a professional standardof demeanor and dress.

- This job description is current at the date shown, but will be reviewed annually as partof the Performance Management process or at other appropriate times as determined by the Principal.

Facts and Figures:
Staff: 150 approx. Students: 1300 approx.

Contacts and Relationships:
Frome College is committed to safeguarding and promoting the welfare of our students and all staff working within the school are expected to share a commitment to doing this. You will be expected to report any concerns relating to the safeguarding of students. Details of the procedure can be obtained from the SENCO/Child Protection Officer.

Additional Information:
You will be required to carry out break/lunch duties as part of the college rota system. You will be expected to undertake any other duties as directed by your line manager that falls within this grade.
Agreed that the Job Description is a fair and accurate statement of the requirements of the job: Signed: ....   Date: .... Print name: ....