



JOB DESCRIPTION **for** **HEAD OF COMPUTER SCIENCE**

LINE MANAGER

The Head of Subject will report to a member of the Senior Leadership Team.

CORE RESPONSIBILITIES

The Head of Subject will provide professional leadership and management for the delivery of Computer Science in all Key Stages, in accordance with the ethos of the School. As part of, and in addition to this, s/he will:

1. Support other colleagues to ensure a high quality of subject teaching and learning which meets the needs of *all* students.
2. Be responsible for the delivery of the curriculum, including all appropriate liaison with the relevant examination board, and ensure consistency of practice in teaching of the subject.
3. Ensure and carry out systematic monitoring, review and evaluation of the work of staff and students as it pertains to the subject. Assist in the organisation of, and participate in, lesson observations and the scrutiny of students' work in the specialist subject.
4. Be accountable for the overall progress of students in the subject area. Assist in promoting high standards in assessing students' learning and in the use of assessments to promote learning. Provide clear guidance to colleagues regarding the expected content and quality of Student Reports.
5. Be responsible for writing, implementing and reviewing an annual Subject Improvement Plan, in liaison with the Line Manager, as well as leading annual departmental self-evaluation.
6. Contribute to the performance management of staff teaching the subject.
7. Report annually to the Headteacher and the Senior Leadership Team on the analysis of the relevant examination results.
8. Produce and maintain a departmental handbook for the Subject.
9. Promote students' interest in the subject through a variety of experiences including extra curricular activities, developing students' political literacy in and beyond the Sixth Form.
10. Ensure the efficient and effective management of time, money and resources for the subject.
11. Support and advise with whole school ICT developments as required working with the onsite IT team.

(continued overleaf)

OTHER

12. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.
13. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
14. Assume other duties which may be reasonably required or delegated by the Headteacher, from time to time.

This job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.

Signature: _____

Date: _____

Name (*in caps*): _____