

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

## Job Description

### Head of Computer Science

<b>Reporting to</b>	Senior Leadership Team
<b>Salary/grade</b>	Main scale + TLR 2C
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Raise standards and be accountable for student attainment and achievement within the whole curriculum area and to monitor and support student progress.</li> <li>• Develop and enhance the teaching practice of others within the team.</li> <li>• Assist in developing the curriculum provision for students in accordance with the aims and priorities of the school and the curricular policies determined by the Governing Body and Headteacher.</li> <li>• Be accountable for leading, managing and developing the area of responsibility.</li> <li>• Effectively manage and deploy teaching and support staff, and financial and physical resources within the area of responsibility to support the designated curriculum.</li> <li>• Ensure continuity of teaching and learning in the absence of staff.</li> <li>• Ensure the work of the department fully reflects the school's ethos, aims and policies, particularly those relating to equal opportunities and racial equality.</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• Implement all school policies, procedures and relevant practices within the area of responsibility, in particular those relating to Health &amp; Safety of staff, students and visitors.</li> <li>• Ensure that Risk Assessments and Health &amp; Safety practices throughout the area of responsibility comply with national requirements and are continually updated.</li> <li>• Manage the day-to-day leadership, management, control and operation of course provision within the area, including effective deployment of staff and physical resources.</li> <li>• Actively monitor and track student progress and devise strategies to address underachievement, including setting individual targets.</li> <li>• Work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and the aims, objectives and strategic plans and priorities of the school.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Lead and manage the business planning function of the area of responsibility and ensure that the planning activities reflect the needs of the students in accordance with the school improvement plan and the aims and objectives of the school.</li> <li>• Oversee and manage all subject staff to ensure the continuity of teaching and learning in their absence.</li> <li>• Foster and ensure the application of ICT in the area of responsibility, including the development of resources, on line assessment and use of data.</li> <li>• Oversee the development of student's literacy, numeracy and independent learning skills.</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>• Liaise with the Senior Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school improvement plan.</li> <li>• Ensure curriculum coverage, continuity and progression in the subject for all students, including those of high ability and those with additional educational or linguistic needs.</li> </ul>

<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• Lead curriculum development in the area of responsibility in line with national developments.</li> <li>• Keep up to date with national developments in the curriculum area, and teaching practice and methodology.</li> <li>• Actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.</li> <li>• Liaise with the Senior Leadership Team to maintain accreditation with relevant examination and validating bodies.</li> </ul>
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• Ensure that staff development needs are identified and that appropriate CPD programmes of support are designed to meet such needs</li> <li>• Be responsible for the efficient and effective deployment of relevant support staff. Ensure that Teaching Assistants are able to support targeted students effectively within the area of responsibility.</li> <li>• Undertake Performance Management review(s) and act as Team Leader for a group of staff within the curriculum area.</li> <li>• Make appropriate arrangements for classes in the area of responsibility when teaching staff are absent to ensure continuity of effective teaching and learning liaising with the Cover Coordinator to secure appropriate staff for lessons.</li> <li>• Participate, as required, in all aspects of the interview process for any relevant posts and to ensure effective induction of new staff in line with school procedures.</li> <li>• Promote team work and to motivate staff to ensure effective working relations.</li> <li>• Be responsible for the day-to-day management of staff within the area of responsibility, following school personnel procedures.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Implement school quality assurance procedures.</li> <li>• Ensure the effective operation of quality control systems.</li> <li>• Implement the process of setting challenging targets in the area of responsibility and to work towards their achievement.</li> <li>• Establish common standards of practice within the area of responsibility and develop the effectiveness of teaching and learning styles.</li> <li>• Contribute to the school procedures for lesson observation.</li> <li>• Monitor and evaluate the subject area in line with agreed school procedures including evaluation against standards and performance criteria.</li> <li>• Implement modification and improvement where required</li> <li>• Ensure the area's quality assurance procedures meet the requirements of the area's self-evaluation and improvement plan.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Ensure the maintenance of accurate and up-to-date information concerning the area of responsibility.</li> <li>• Make use of analysis and evaluate performance data provided.</li> <li>• Identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.</li> <li>• Produce reports within the quality assurance cycle relevant to the area of responsibility.</li> <li>• Produce reports on examination performance, including the use of value-added data.</li> <li>• In conjunction with the Senior Leadership Team, manage the collection of data relevant to the area of responsibility.</li> <li>• Provide information for the Governing Body relating to the area's performance and development.</li> </ul>

<b>Communications</b>	<ul style="list-style-type: none"> <li>• Ensure that all staff contributing to the area of responsibility are familiar with its aims and objectives.</li> <li>• Ensure effective communication and consultation, as appropriate, with the parents/carers of students.</li> <li>• Liaise with partner schools, further and higher education institutions, examination boards, awarding bodies and other relevant external organisations as relate to the area of responsibility.</li> <li>• Represent the area's views and interests, as relevant.</li> </ul>
<b>Marketing &amp; Liaison</b>	<ul style="list-style-type: none"> <li>• Contribute to the school collaboration and marketing activities.</li> <li>• Contribute to the development of effective subject links with partner schools and the community, attending where necessary events at partner schools, and the effective promotion of the subject at Open Days/Evenings and other events.</li> <li>• Actively promote the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• Manage the available resource of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the delegated budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> <li>• Work with the Senior Leadership Team to ensure the area's teaching commitment is effectively and efficiently timetabled and roomed within the constraints of the school accommodation.</li> </ul>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>• Be responsible for safeguarding and promoting the welfare of students.</li> <li>• Monitor and support the overall progress and development of students within the area of responsibility.</li> <li>• Monitor student attendance together with their progress and performance in relation to targets set for each individual ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• Act as a Form Tutor and carry out the duties associated with that role.</li> <li>• Contribute to citizenship, work related and enterprise education according to school policy.</li> <li>• Ensure the Behaviour Management system, including rewards and sanctions, is implemented consistently in the area of responsibility so that effective learning can take place.</li> <li>• Take responsibility for staff welfare within the area of responsibility.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, commensurate with the grade of this post.</li> </ul>

<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, to support the values and ethos of the school, and to encourage and ensure staff and students to follow this example.</li> <li>• Ensure the area of responsibility contributes to the Extended School out of Hours programmes.</li> <li>• Attend all Parents/Carers' Meetings relevant to the teaching of the faculty.</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• Continue professional development.</li> <li>• Engage actively in the performance review process.</li> <li>• Undertake any other duties as specified by the Headteacher not mentioned above.</li> </ul>

# Person Specification

## HEAD OF COMPUTER SCIENCE

	Essential	Desirable
Qualified Teacher Status	*	
To be a qualified and experienced teacher in the delivery of Computer Science	*	
Evidence of a commitment to your own professional development	*	
A keen interest in developing the teaching of Computer Science	*	
Working effectively as a form tutor	*	
Excellent communication and presentation skills	*	
Competent user of ICT	*	
Passion for teaching	*	
Energy, enthusiasm, and flexibility	*	
Good health & attendance record	*	
Sense of humour	*	
Ability to work under pressure and meet tight deadlines	*	
Ability to use and promote a wide range of teaching methodologies	*	
Experience of managing a department		*
Evidence of high achievement in teaching across the key stages		*
Understanding of strategies to raise the outcomes of Computer Science teaching	*	