****

**Prendergast School**

# HEAD OF DEPARTMENT - JOB DESCRIPTION

#### **Post title**

Head of Department – Computer Science

**Salary/Grade:** MPS/UPR + TLR 2b

#### **Purpose**

To provide professional leadership and management for the Computer Science Department to secure high quality teaching, effective use of resources, raise attainment and achievement for all pupils and to raise attainment in the department and to improve the progress of all pupils.

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

To assist the Headteacher in the overall management and development of the school

### **Reporting to**

Head of Faculty

## Responsible for

The leadership and management of the Computer Science Department including teaching staff and other specified personnel within the Area.

To lead the Computer Science Department at the school and provide leadership and line management.

The provision of a full learning experience and support for pupils in the department.

**Liaising with**

Headteacher and Senior Leadership Team, other Subject Leaders, Tutors, Pupil Support Services and relevant staff with cross-school responsibilities, relevant support staff, LEA representatives, external agencies and parents.

#### **Working time**

#### Full time as specified within the STPCD

#### **Summary of responsibilities**

* To ensure effective teaching in the Department, so that lessons are challenging and exciting, evaluating the quality of teaching and standards of pupils’ achievement, and setting targets for improvement
* To establish and maintain policies and practices to promote positive pupil behaviour and achievement in the Department
* Within the context of the school’s aims and policies, to develop and implement the Department policies, plans, targets and practices
* To lead and manage the teaching of Computer Science in the Department
* To support and challenge the teachers in the Department to ensure that they fulfil the terms of their job description
* To support the Senior Leadership Team and the Heads of Faculty in the running of the school
* To ensure that school and department policies are followed, including health and safety.

#### **Main duties**

**As Head of Department**

* To raise achievement in the Department
* Within the school policy for the monitoring of teaching and learning, evaluate the teaching of subjects in the Department, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching
* Set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching; establish clear targets for pupil achievement, and evaluate progress and achievement in the subject by all pupils, including those with special educational and linguistic needs
* Recommend to the relevant member of staff a timetable, and staffing allocation that meets the needs of the pupils and ensures that there is appropriate progression and challenge for all teaching staff
* Ensure that information about pupils’ achievements in previous classes and schools is used effectively to secure good progress in the Department
* Ensure effective development of pupils’ literacy, numeracy and information technology skills through the Department.
* Aim to ensure that classes in the Department are effectively managed so that pupils can learn in a supportive and calm working environment
* Monitor the use of the Positive Discipline policy in the Department to ensure that staff are consistent and effective in their use of the policy
* Support colleagues in the Department in dealing with disciplinary issues, taking overall responsibility for managing behaviour in the Department and in the related corridor areas
* Follow the school Behaviour and Rewards policy and support its implementation
* Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods
* Oversee the effective use of data to identify pupils who are underachieving in the department and where necessary create and implement effective plans of action to support those pupils
* Support the production of a Faculty Improvement Plan as part of the School Improvement Plan, to include staff development and training implications.
* Lead the curriculum development work of the Department, including the development and implementation of course outlines, syllabuses and schemes of work
* Be responsible for the supporting the implementation and updating of Faculty policies which reflect the school’s commitment to high achievement and effective teaching and learning
* Organise and chair Department meetings, communicate information to staff and co-ordinate resulting action
* Ensure that pupil attendance in Department lessons is monitored and recorded in line with school and departmental policy
* Monitor the day-to-day management of the department work areas, creating a safe, effective and stimulating environment for the teaching and learning.
* Take part in the school appraisal policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraise.
* Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Career Entry Profiles and standards for induction
* Work with the SENCO and other staff with special educational needs expertise, to ensure that individual education plans are used by teaching staff to set subject-specific targets and match work well to pupils’ needs
* Manage the Department capitation budget and resources, establishing staff and resource needs for the subject and advising the Headteacher and senior managers of likely priorities for expenditure, and allocating available subject resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money
* Provide Department timetable information to the Head of Faculty and liaise with him/her to produce the faculty timetable, to ensure the best use of subject and other expertise
* Ensure the effective and efficient management and organisation of learning resources in the Department, including ICT
* Provide all assessment papers, mock papers and mark schemes. Ensure all assessments are fully moderated.
* Ensure that the Department meets the requirements of the examination boards with respect to invigilation, moderation and marking
* Liaise with the Headteacher on Department vacancies and subsequent appointment procedures
* Lead and manage the work of a particular subject area in the Department, taking on the role of Subject Leader and leading subject meetings as necessary
* Ensure that machinery and equipment is carefully maintained and fit for purpose.
* Ensure that all staff are suitably qualified for using the machinery and equipment in the department.
* Provide staff reference information as requested by the Headteacher
* Prepare for and attend Leadership meetings
* Undertake other tasks as reasonably required by the Headteacher

**Teaching**

* To undertake a programme of teaching and to take a lead in being observed by colleagues.

**Additional Duties**

* To play a full part in the life of the school community, to support its vision and ethos and to encourage and make sure staff and students follow this example
* Maintain a visible, professional and high profile within the school.

**Other Specific Duties**

* To continue personal development and to engage actively in the performance review process

**Conditions of Employment**

* The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
* The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing board.
* The post holder shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers Pay and Conditions Document.
* The post holder may be required to perform any other reasonable tasks after consultation.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
* All staff participate in the school’s performance management scheme.