



SOUTHFIELDS ACADEMY

Job Title: Head of Computer Science & ICT

Reporting to: Senior Line Manager for Computer Science & ICT

Note: This is a job description for a teacher taking on additional responsibilities

Main Purpose of the Post:

- To support, hold accountable, develop, monitor and lead a team of teachers and support staff within the Computer Science & ICT Department to deliver high standards of teaching and professional practice.
- To be accountable for high standards of teaching and learning, student progress, improved attainment and support and challenge for students across all key stages.
- To develop and lead on the Computer Science curriculum at KS3
- To expand, develop and monitor the Computer Science & ICT provision.

The duties and responsibilities of the post are to be carried out within the provisions of the School Teachers' Pay and Conditions document.

Specific Duties:

Curriculum and Assessment Provision and Development

- To raise attainment and achieve outstanding outcomes across all Computer Science and ICT courses across KS4 and KS5 in the department.
- To develop, in consultation with the Deputy Headteacher (Curriculum & Standards) and members of the Department, a broad and balanced range of relevant courses which stimulate students' interest and engagement and learning, and are appropriate to the needs of all students at the Academy.
- To ensure a delivery of outstanding teaching and assessment across the Department.
- To develop and lead on the Computer Science & ICT curriculum across KS3, 4 and 5 including the development of appropriate syllabuses, resources, schemes of work, teaching, assessment and marking policies, which support the implementation of all current statutory requirements.

- To respond actively to national, regional and local developments and initiatives, including content, teaching practice and methodology.
- To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies. To ensure the accuracy of examination entries and data.
- To encourage collaborative projects in conjunction with other departments within and beyond the learning area, and outside the Academy's formal timetable involving where appropriate, other staff and including feeder primaries.
- To encourage, facilitate and participate in the development of Computer Science & ICT across the Academy.
- To attend appropriate INSET, to co-ordinate departmental INSET, to contribute to the whole Academy CPD programme with a view to developing and disseminating good practice.
- To ensure appropriate homework is set and marked across the Department.
- To lead extra-curricular provision in Computer Science & ICT courses.

Planning, Monitoring and Evaluation

- To be accountable for the implementation of the Academy's policies and procedures within the Department.
- To play an active role as a middle leader in the whole Academy development.
- To ensure that the work of the Department promotes a positive ethos and encourages social and moral responsibility through adherence to the Academy's aims.
- To manage the departmental stock, teaching resources and finances efficiently in order to achieve the aims of the Academy and the Department.
- Design and implement the Department Development Plan and prepare departmental evaluations.
- To analyse and interpret national, local and Academy data and inspection evidence to inform policies, practice and expectations and teaching methods.
- To use data to intervene and support to ensure strong levels of progress for all students.
- To provide high quality advice to students considering studying Computer Science/ICT courses at university.

Staffing

- To lead the Department by example through modelling excellent professional practice.
- To promote teamwork and motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management and deployment of staff, including support staff and to be mindful of work/life balance.
- To oversee arrangements for classes when staff are absent, ensuring proper cover work is provided, and that the cover teacher is aware of work to be done.
- To be a team leader in performance management and the professional development of staff.
- To oversee the induction and monitoring of new staff in the Department, and to ensure that ECTs and ITTs are appropriately monitored and supported.
- Effectively line manage members of the Department with responsibility allowances.

Monitoring of Learning and Behaviour

- To oversee the academic progress of students in the Department by regularly monitoring their academic progress and using student data and target setting to ensure that each student is reaching their potential.
- To implement effective plans to tackle under performance.
- To monitor students' attendance, punctuality and behaviour in Computing lessons, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To co-ordinate, monitor and develop provision for EAL, SEN and more able students in the Department.
- To monitor the teaching and work of the Department, including the planning and preparation and delivery of lessons, the keeping of records and reports to parents

Communications

- To provide written reports and other information as required.
- To hold departmental meetings and other CPD activities, with minutes kept and distributed as required.
- To oversee the Department's presence at Academy functions and ensuring effective communication and consultation between the Department and parents (when appropriate).

GENERAL DUTIES:

All staff are expected to:

1. Work towards and support the Academy vision and the current Academy objectives.
2. Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
3. Work within the Academy's Equality policy to promote equality of opportunity for all students and staff, both current and prospective.
4. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
5. Engage actively in the performance review process.
6. Undertake other reasonable duties related to the job and Academy purpose commensurate with the post.

Additional Duties:

1. To be fully aware of and understand the duties and responsibilities arising from the Keeping Children Safe in Education in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by the Principal/Headteacher/Line Manager commensurate with the grade of the post.

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed:

Postholder Name

HT/Senior Line Manager Name

Date

PERSON SPECIFICATION

Head of Computer Science & ICT

1. QUALIFICATIONS

- Educated to degree level or equivalent.
- QTS

2. KNOWLEDGE AND SKILLS

- Knowledge of the National Curriculum in Computer Science & ICT with the ability to oversee curriculum issues.
- Proven organisational and time management skills with the ability to work under pressure to conflicting deadlines.
- Proven interpersonal and communication skills.
- Ability to act as a role model for other staff and students at all times.
- A commitment to safeguarding and promoting the welfare of children.
- Understanding of and ability to implement the Academy's Equal Opportunities Policy.

3. EXPERIENCE

- A minimum of 3 years teaching experience.
- Experience of Department management, including the formulation of strategic objectives, advising on the allocation of students into teaching groups and ensuring good communication within the Department.
- Experience of the monitoring and review of student progress.
- Experience of behavioural management including setting standards for classroom management and discipline.
- Experience of budget management to ensure the efficient and effective utilisation of the Department's resources.
- Experience in the line management of staff, including performance management and continuous professional development.