Head of Computer Science
September 2022

Thank you for your application for the post of Head of Computer Science.

This is an important post and we are keen to appoint a candidate of the highest calibre who will be able to make a significant contribution both to the management and development of the Computer Science Department and to the school as a whole. The staff in the department enjoy their work and strive to deliver interesting and stimulating lessons.

The successful applicant will be given full support and will be encouraged to engage in further **professional development** which we believe will benefit both the individual and the school. The successful applicant is likely to be a form tutor. As the school transitioned from being a Local Authority Community School to forming a MAT, a key element was maintaining the full benefit and protection for the **National Pay & Conditions**. Similarly, staff appointed from other academies are not disadvantaged, e.g. by counting service towards sick pay and maternity leave. The school takes a constructive approach towards Performance Management & Appraisal and Pay Progression and offers many opportunities for career development through paid responsibilities.

This document contains information about the department and the person specification. Separately, there are the following documents:

* overview information about the school, including extracts from the January 2019 Ofsted report
* a selection of staff stories highlighting the career opportunities available in the school
* the main school and 6th form prospectus

Visit our website www.ashcombe.surrey.sch.uk **for information about the school**

Applicants should submit the Application Form and a letter of application which should not normally exceed two sides. A curriculum vitae is not necessary as all relevant information should be included on the application form or in the letter.

The closing date is 8am on Friday 21st January 2022. Candidates selected for interview will be informed by telephone. Due to the number of applicants, we do not contact candidates who have not been shortlisted.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).
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Information on the Computer Science Department

The school has a longstanding reputation for its ICT facilities and emphasis on cross-curricular understanding of computers and ICT. With the introduction of Computer Science, courses have been successfully implemented to reflect the new emphasis on coding and computing.

Courses

The department delivers Computer Science at GCSE (Edexcel CS4) and A-Level (AQA 7516-17) and uptake at GCSE is strong, and results are very good. The department is continuing to develop programming units at KS3 as part of a curriculum review hoping to extend the teaching of computer science into Year 7 and 8. In Year 9 the department delivers units on excel spreadsheets, block coding using scratch and some physical computing and python.

Staffing

Computer Science Responsibility	Sharon Hockley
Teachers	James Robinson (Assistant Head), Jez Carter (Deputy Head), Joe Bright

Accommodation

We have excellent ICT facilities available for staff and pupils including a dedicated room for GCSE and A-Level Computer Science. All teachers have a laptop and remote access to the school network. The department has a well-developed scheme of work which we share using OneNote. The school has its own Network Manager and Deputy Network Manager as well as a team of front-line ICT technicians.

Management - school structure and systems

Leadership and management are a strength of the school (see OFSTED report extracts). The clearly defined lines of accountability ensure a whole-school process in planning, delivering, monitoring, evaluating and reviewing the curriculum. We believe that it is vital to ensure equality of opportunity for pupils such that they have an entitlement to a well thought out curriculum regarding progression and continuity, regardless of the individual teacher they have.
Monitoring, evaluation and review (MER) is an on-going, systematic process, based on clearly laid out objectives which in the case of departmental management requires detailed schemes of work setting out clear timescales and objectives against which progress can be monitored. The process of MER includes the following elements at The Ashcombe School:

Documentation

➢ Departmental and relevant SLT line manager monitor teacher curriculum records and a sample of pupil books (once per half term) to ensure that schemes of work are being implemented
➢ SLT monitor sample sets of pupil books
➢ Tutor, Year Head and SLT monitor pupil planners

Meetings (minuted)

➢ Departmental meetings timetabled within a regular meeting cycle (approximately one a fortnight).
➢ A weekly 35-minute meeting between Heads of Department and their SLT line managers to discuss curriculum, assessment recording and reporting, teaching and learning, staff development from the departmental and senior management perspectives.
➢ A curriculum committee attended by all Heads of Department (including Head of Computer Science) and SLT (approximately 8 per year) where issues are presented and discussed where appropriate.

Job Description
Head of Computer Science (TLR1 - £4,795 - Ashcombe B); (1 double period, 70 minutes, additional non-contact time)

Job title:	Head of Computer Science
Job Purpose:	To ensure that pupils are prepared for the national and school requirements of Computer Science by co-ordinating and monitoring the work of Computer Science teachers
Job outcome:	Pupils enjoying their experience for learning Computer Science and attaining standards commensurate with their ability and the expectations set within the school.
	Staff contributing to the work of the Computer Science team, aware of expectations and receiving appropriate development
Accountable to:	Through designated Member of SLT, to the Deputy Head (Teaching & Learning)
Accountable for:	The effective management of the Computer Studies department throughout the curriculum

Key Accountabilities & Key Tasks

Accountable For	Key Tasks
Meeting the curriculum demands of Schemes of Work for Computer Science	Keep abreast of curriculum developments, National and examination requirements of Computer Science, and wider curriculum developments (e.g., Literacy, Citizenship, Key Skills, Social Inclusion)
Ensuring quality teaching and learning and co-ordinating staff, pupils and resources involved in Computer Science	Plan, audit and evaluate the curriculum provision for pupils studying Computer Science, taking account of the need for differentiation and equal opportunities, through co-ordinating: • Aims and objectives for courses related to National Curriculum requirements and school aims, values and initiatives • Schemes of work in line with guidelines provided by HoD/SLT • Documents to pupils and parents about courses on offer • Learning materials (storage, distribution and stock checking) • Nature of assessment materials and mark schemes, ensuring standardisation of assessment • Ensuring work is set in event of staff absence
Monitoring the quality of work of Computer Science teachers	Follow school and departmental guidelines on monitoring the quality of teaching and learning, for example through: • Examination of teacher records • Examination of samples of pupil work • Examination of teacher reports • Interviews/questionnaires involving pupils and parents • Analysis of school assessment data
Managing the maintenance and development of the Computer Science department	Meet regularly with SLT contact to discuss management issues including curriculum, teaching and learning, ARR (assessment recording and reporting), MER (monitoring evaluation and review), meeting agendas, finance, and staffing. Develop strategies to enhance teaching and learning

The accountabilities and related tasks should be managed effectively through documentation and meetings: contribution to departmental meeting; regular liaison with designated Senior Team manager; provision of guidance for teachers; written memos; use of ICT.

Person Specification

In selecting candidates for interview and eventual selection, the Governors will be looking for teachers with relevant education, experience, job-related knowledge, aptitudes and skills, and many of the personal qualities listed below. The Governors welcome applications from teachers who consider that they could meet most, if not all the requirements listed.

Education/Qualifications
➢ Qualified Teacher Status
➢ First degree or equivalent in Mathematical, Computer Science or related subject or evidence of appropriate qualifications
➢ Evidence of continuing professional development

Experience
➢ Successful teaching in a comprehensive school
➢ Recent experience of involvement in curricular/pastoral innovation and development
➢ Experience of working sympathetically and constructively with others
➢ An excellent record of attendance and punctuality

Knowledge & Skills
Curriculum and Pastoral
➢ Commitment to the comprehensive ideal and to the principles and practice of equal opportunities and inclusion
➢ The knowledge and vision to put these into practice to meet current and future challenges within their subject and pastoral areas
➢ A keen interest in children as individuals, in how they learn, and in a collaborative approach to learning
➢ A good understanding of pupil needs, support and interventions

Management
➢ Confident working within the structure of school policy and to interpret policy consistently
➢ The ability to take a whole-school view of development, to assess priorities and plan strategically
➢ Contribution to the coherence, effective planning, implementation, monitoring and evaluation of the Department Development Plan within the School Development Plan
➢ Confidence in promoting the use of IT for curriculum, pastoral and management use
➢ Able to hold others accountable

Personal Qualities
➢ Confidence, imagination and drive
➢ Flexibility, ability to prioritise and manage time effectively
➢ Effective oral and written communication
➢ Ability to be self-critical, approachable and a sense of humour
➢ To work as part of a team, establishing good working relationships with a wide range of people including students, parents, governors and colleagues