Northfield School & Sports College
Many Minds One Heart

Job Description

Job Title:	**Head of Computing**
Responsible To:	**Headteacher**
Grade:	**TLR 2c**

ROLE PURPOSE

1. To provide strong leadership for Northfield School and Sports College.
2. To be accountable for the quality of education in Computing.
3. To lead and manage the Computing Department.
4. To lead and manage the department's extra-curricular provision and be its driving force.
5. To improve links with local colleges and employers to enhance the department's extra-curricular offer and pathways outside of school.
6. To lead on key strategic whole school areas linked to priorities as identified in the Department Improvement Plan.
7. To provide proactive support to the leadership team in realising the shared vision for the school.
8. To be a highly visible, professional and proactive leader
9. To inspire, motivate and enthuse our young people.
10. To work creatively and collaboratively as a curriculum leader, identifying and sharing best practice.
11. To ensure that we know what we are doing well and what we need to improve through systematic self-evaluation.
12. To drive performance and inspire further achievement.
13. To be a positive role model for all colleagues and pupils.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Shaping for the future

- To be accountable for the quality of education in Computing
- To lead and manage the Computing Department.
- To help build, communicate and implement a shared vision for leadership and learning that ensures high quality teaching and learning.
- To contribute to the strategic planning process.
- To be creative and innovative in order to lead and support change.

Improving outcomes

- By means of target setting and the analysis of pupil performance data, ensure a consistent and continual school-wide focus on pupil achievement.
- By use of data and pupil tracking, monitor the progress of pupils across the school.
- Line-manage the work of colleagues within Computing to ensure an ethos of challenge and support.
- Incorporate pupils as sources of data and learning in all self-evaluation activities.
- Take a full part in the self-evaluation of the school.

Developing self and others

- Share leadership, build teams and work cooperatively within and outside school to realise the school's vision.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To oversee and support the professional development of all staff within the department through training and the sharing of good practice opportunities.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.

Managing the organisation

- Lead on key strategic whole school areas linked to priorities as identified in the Department Improvement Plan.
- Be aware of and respond to national developments in curriculum development and teaching and learning.
- Devise and implement an innovative and progressive curriculum in Computing that promotes and supports achievement of all pupils.
- Develop the school's partnerships with stakeholders including parents, outside agencies as well as other schools and institutions.
- Support school leaders and governors in monitoring, evaluating and reviewing the effect of school policies, and practices.
- Support school leaders and governors in monitoring and evaluating whole school priorities and targets.

Securing accountability

- Be accountable to the Headteacher and Governors for the quality of education in the Computing Department at Northfield.
- To monitor standards of teaching and learning within the department and implement strategies for sustained improvement
- Hold others to account for pupil progress.
- Reflect honestly on personal contribution to school achievements and take account of feedback from others and ensure a personal development plan.
- Be committed to the school's three core values of respect, honesty and resilience.
- Be a positive role model to all pupils, staff and parents.
- Take a leading role in developing colleagues through the school's appraisal and support programmes.

Self evaluation of all the above will be carried out as a continual process.

ADDITIONAL INFORMATION

- This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
- The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.
- The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.
- The postholder will be expected to undertake any appropriate training provided by the authority and/or school to assist them in carrying out any of the above duties.
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To ensure that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate is required for this post prior to commencement.

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.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.