

Brentwood Ursuline Convent High School Job Description



Head of Computing Department

Post held: Head of Computing
Responsible for: KS3, 4 & 5 Computing (including planning and delivery and examinations)
Responsible to: AHT with Line Management Responsibility for Computing
Salary scale: MPS/UPS + TLR2B

Duties: Under the overall direction of the Headteacher and in the light of the School's mission statement to undertake the following responsibilities.

The Professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all main scale posts. In addition, the description of the requirements of the post of Head of Computing at Brentwood Ursuline Convent High School, in accordance with the criteria for the award of a Teaching and Learning Responsibility Payment, along with the particular duties expected of the post holder have been set out below:

Major Duties:

1. To be accountable for the highest standards of student achievement within Computing, monitoring and evaluation of student achievement and setting targets for improvement.
2. To lead, develop and enhance the learning/teaching and assessment for learning practices of all teachers of Computing evaluating the quality of each in order to sustain effective practices in the subject.
3. To be accountable for the strategic direction, leadership and management of Computing, the review, development and implementation of subject policies, plans, targets and practices within the context of the school's aims, policies and plans.
4. To effectively line manage teaching staff and deploy teaching and associate staff in Computing.
5. To ensure that subject schemes of work are in place, reviewing and updating content and method of delivery. To keep abreast of developments and current thinking about the subject area and its relevance to examinations and employment.
6. To recognise and celebrate achievement in Computing and to promote an awareness of the importance of Computing in the community
7. To initiate and maintain links with form tutors and support staff where appropriate
8. To manage the practical examination process.
9. To lead the team in curriculum development initiatives within Computing
10. To lead extra curricular Computing activities
11. To contribute to other areas by negotiation
12. To undertake tasks which may from time to time be required, e.g. school trips

13. To be responsible for the resourcing of the department.

14. Meetings

- a. To attend all meetings arranged for teaching staff and Heads of Department.
- b. To hold regular departmental meetings to consider matters relevant to the department.
- c. To liaise with other schools and colleges in consortium arrangements.

15. To co-operate in arrangements for year group parents' meetings, consultation days and option evenings

16. Liaison with person in charge of cover to ensure that arrangements have been made to provide work for absent colleagues.

17. Undertake the role of a Form Tutor.

Other

1. To be responsible for the development of Computing across the school
2. Contribute to the ethos of this Catholic school
3. To carry out any other duties relevant to the department or member of staff as directed by the Headteacher.
4. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment