



**CARDINAL HEENAN  
CATHOLIC HIGH SCHOOL**

**HEAD OF SUBJECT - COMPUTING  
CANDIDATE PACK**

# HEADTEACHER'S WELCOME

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Thank you for considering the position of Head of Subject - Computing at Cardinal Heenan Catholic High School. I am delighted that you have taken the time to consider this post. If successful you will be joining a dynamic, diverse and passionately committed team of highly trained staff.

Our school mission is rooted in the values of Respect, Believe, Achieve, and we foster a community where everyone is respected and valued, nurturing the potential of each individual.

Guided by our Catholic faith, we inspire our pupils to embrace their individual God-given talents, to believe in themselves and their ability to make a positive impact. With a rich curriculum and a commitment to excellence, we empower our pupils to achieve their fullest potential in every aspect of their lives. Together, let us create an environment where respect flourishes, beliefs are strengthened, and achievements are celebrated. I would like to wish you the best of luck in applying for this role and look forward to receiving your application.

## Irish Blessing

*May the road rise to meet you.  
May the wind be always at  
your back. May the sunshine  
always warm your face, the  
rain fall soft upon your fields,  
and until we meet again may  
God hold you in the palm of  
his hand*

Warm regards,

*Ms K. Smyth*





# HEAD OF SUBJECT - COMPUTING

## JOB DESCRIPTION

**Required: September 2026**

**Salary: MPS1-UPS3 TLR 2.2**

**Location: Liverpool**

**Contract Type: Full Time**

**Contract Term: Permanent**

Reporting to: Headteacher, Leadership link Senior Leadership team

Liaising with: Head/SLT, heads of department, pastoral, inclusion team, relevant staff with cross-school responsibilities, relevant non-teaching staff, LA staff, parents.

We have an exciting opportunity to join our Computing Department as a Subject Leader. This key role will lead the Computing department providing class teachers with expert subject knowledge and leadership.

This post will involve leading and teaching Computing at KS3, 4 and 5. The successful candidate will have a strong passion and firm commitment to securing exceptional outcomes in GCSE and A-Level Computer Science and IT and iMedia/Digital Media Qualifications at KS4 and 5. In addition, they will have a firm commitment to raising whole-school achievement; have a professional approach to staff development, high expectations and a determination to succeed and develop as a leader in education.

# OVERALL

# ROLE

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## **Responsibilities:**

- To fulfil all the responsibilities of a main-scale teacher
- To provide professional leadership and management for Computing
- To provide professional leadership to SEND
- To support, hold accountable, develop and lead department staff, including TLR post holders
- To ensure high standards of teaching, learning, pupil achievement and progress
- To ensure effective, and safe use of all resources and equipment
- To play a full part in the life of the school community, supporting its ethos and policies and ensuring that staff and pupils follow this example

## **Curriculum, Teaching and Learning:**

The Head of Computing will:

- Establish a well-informed vision for Computing and its contribution to pupils' overall education including their academic, social, moral, cultural and spiritual development
- Establish short medium- and long-term plans for the development and resourcing of Computing which ensures coverage, continuity and progress for all pupils
- Establish and implement clear policies for Computing including schemes of work
- Ensure that lessons are well differentiated to all levels, especially when groups are of wide mixed abilities
- Ensure that attendance, classwork and homework are checked and marked with appropriate feedback and accurate records are maintained

## **Monitoring, Evaluating and Improving:**

The Head of Computing will:

- Monitor and evaluate the teaching of Computing in the school, acting as necessary to improve the quality of teaching and learning.
- Monitor and evaluate progress and achievement in Computing by all pupils, acting as necessary to raise achievement and setting clear targets for improvement, taking account of relevant, local and national information

### **Pupil Progress:**

Ensure that all pupils achieve well in the subject compared with current national statistical comparators. This should be evident for pupils, across the teaching groups, for all ability groups and national target groups. Ensure that pupils achieve well in relation to school targets.

### **Leading and Managing Staff:**

The Head of Computing will set expectation for staff teaching within the context of school policies in relation to:

- Working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitudes
- Working practices between staff including those relating to team working and mutual support.
- Deploy staff teaching Computing to make the best use of their abilities
- Lead professional development in Computing, for example, peer support, target setting and the identification of development and training needs and provision, including supporting the development of Early careers Teachers

### **The Head of Computing will:**

- Manage and develop effective working relationships with the Headteacher, Senior Leadership Team and other subject leaders and staff at the school.
- Report, as required to the Headteacher, SLT, governing body and parents on pupil's progress and achievement and the departmental development plan
- Develop effective working relationships with parents, other professionals and relevant agencies to ensure that they play a key role in improving and sustaining pupils' achievement

### **Notes**

1.The above responsibilities are subject to the School Teachers' Pay and Conditions Document and any other current relevant legislation

2.This job description allocates duties and responsibilities but does not direct a particular amount of time to be spent on carrying them out. In allocating time to the performance of duties and responsibilities the post holder must use Directed Time in accordance with the needs of the school as identified by the headteacher and line manager and have regard to the conditions of employment.

3.This job description is not necessarily a comprehensive definition of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken is not identified.

4.The job description is subject to modification or amendment at any time after discussion with the holder of the post. It will be discussed in the course of the professional review programme.

5.Cardinal Heenan is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

# PERSON SPECIFICATION

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:	Assessed through application:	Assessed through interview and/or task:
<b>Qualifications and Training:</b>				
A relevant good honours degree or equivalent qualification and Qualified Teacher Status	Y		Y	
An outstanding practitioner with substantial successful teaching experience across the 11-18 age and an ability to teach up to KS5	Y		Y	
Recent relevant personal professional development	Y		Y	
<b>Leadership and Management Experience:</b>				
Experience of recent relevant leadership within a secondary school	Y		Y	
A recent and relevant leadership qualification or eagerness to undertake such qualifications		Y	Y	
Successful experience of leading an "initiative"	Y		Y	Y

	<b>Essential</b> It is essential candidates can provide evidence of:	<b>Desirable</b> It is desirable candidates can provide evidence of:	<b>Assessed</b> through application:	<b>Assessed</b> through interview and/or task:
<b>Leadership and Management Experience:</b>				
High profile in the school community	Y		Y	
Proven ability to raise standards	Y		Y	Y
Proven ability to set and achieve targets by being consistently focussed on achieving high educational standards	Y			Y
Successful experience of strategic development planning, implementation, monitoring and evaluation with clear, successful outcomes at a department level	Y			Y
Experience of developing individualised learning that has impacted on students' learning and teaching approaches adopted by staff	Y		Y	Y

	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:	Assessed through application:	Assessed through interview and/or task:
<b>Leadership and Management Skills:</b>				
A commitment to manage and develop a department	Y		Y	Y
Consistent approach to the promotion of high standards of behaviour, supporting the values of Respect, Believe and Achieve	Y			Y
Good understanding of key national educational priorities, policies and programmes of study in relation to Computing	Y			Y
Consistent approach to high teaching standards	Y			Y
Commitment to learn and whole school professional development	Y		Y	Y
Able to articulate the approach to maintaining and developing the school's existing reputation	Y		Y	
A track record of organising curricular and extra-curricular events		Y	Y	

	<b>Essential</b> It is essential candidates can provide evidence of:	<b>Desirable</b> It is desirable candidates can provide evidence of:	<b>Assessed</b> through application:	<b>Assessed</b> through interview and/or task:
<b>Leadership and Management Skills:</b>				
Ability to articulate a vision underpinned by targets and goals aligned with an ability to empower others	Y			Y
Resilience to manage one's own work pressures and the capacity to manage effectively the work of others	Y			Y
Be high profile and accessible around the department and school	Y			Y
<b>Personal Attributes and Skills:</b>				
High personal and professional standards	Y		Y	Y
Highly developed interpersonal and communication skills	Y		Y	Y
Ability to establish a positive ethos and sense of achievement for all	Y		Y	Y
Strong negotiating and influencing skills	Y		Y	Y
Emotional intelligence	Y		Y	Y

	<b>Essential</b> It is essential candidates can provide evidence of:	<b>Desirable</b> It is desirable candidates can provide evidence of:	<b>Assessed</b> through application:	<b>Assessed</b> through interview and/or task:
<b>Personal Attributes and Skills:</b>				
Enthusiasm, flexibility and maturity of approach	Y		Y	Y
Good team player at all levels	Y		Y	Y
Ability to prioritise and use time effectively	Y		Y	Y
Generosity of spirit	Y		Y	Y
Integrity and loyalty	Y		Y	Y



# HOW TO APPLY

Apply directly via the school website  
<https://www.cardinal-heenan.org.uk/>

Closing date for applications: midday on Thursday 14<sup>th</sup> May 2026  
Interviews: Expected week commencing 18<sup>th</sup> May 2026

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