T**HE HOWARD PARTNERSHIP TRUST**

***‘Bringing out the Best’***

**OXTED SCHOOL**

**JOB PROFILE –HEAD OF COMPUTING**

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| **Job Title:** | Head of Computing |
| **Job Purpose:** | * To ensure that all staff within the Faculty provide inspirational high-quality Teaching and Learning that supports students in making accelerated progress.
* To provide inspirational leadership and develop a high performing team which delivers outstanding outcomes for students
* To lead and promote activities that support the improvement priorities of the school
* To consistently maintain and model the Teacher Standards
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| **Key accountabilities** |  |
| **Strategic Leadership** | **Teaching and Managing Student Learning** | **Assessment and Evaluation** | **Professional Development** | **Communication** |
| * To develop, promote and monitor whole school policies and procedures with specific responsibility for improving the quality of teaching and learning within the faculty
* To audit and plan the curriculum provision and enrichment within the faculty
* To identify areas for improvement within the faculty and contribute to whole-school self-evaluation and improvement planning
* To set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets
* To contribute to the appointment of staff to the faculty
* To deploy teaching and support staff within the faculty.
* To carry out Performance Management in line with whole school procedures
* To manage a budget and oversee effective allocation of material resources within the faculty
 | * To ensure that teaching and learning within the faculty is of a consistently high standard and provides challenge and engagement
* To create, review and update effective schemes of work for all key stages which support the highest quality teaching and enable progression for all students
* To observe and analyse classroom practice, offering targeted support when necessary in line with whole school Quality Assurance procedures
* To develop students’ communication, literacy and numeracy skills
* To keep abreast of new curriculum thinking (including KS2) and examination specifications
* To promote the use of the VLE and extra-curricular opportunities to extend learning beyond the classroom
* To manage student behaviour, sanctions and rewards within the faculty in line with school policy
 | * To establish and implement clear practices for assessing, recording and reporting on student progress in line with school policy
* To lead the implementation of intervention strategies to ensure outstanding progress for all students
 | * To role model outstanding classroom practice
* To inspire and motivate staff within the faculty and develop a cohesive team
* To promote collaborative working within the faculty, with other subject areas and other THPT schools
* To provide subject specific Professional Development opportunities which develop pedagogy and have impact in the classroom
* To take responsibility for your own Professional Development through engagement in internal and external training.
* To read widely, and keep abreast of national developments in education.
 | * To attend regular line management meetings with SLT line manager
* To attend Curriculum meetings and follow up any action points
* To organise faculty meetings ensuring the focus is on the improvement of Teaching and Learning
* To establish effective communication with parents / carers
* To develop lines of communication between feeder schools and faculty staff to ensure continuity and progression.
* To attend parent / information evenings in line with role
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| **Subject Specific Information** |
| We are looking for a well-qualified and enthusiastic Head of Computing to contribute to the continued success of the department. The appointed person will be interested in the opportunities provided by our partnership trust and in working collaboratively. In Year 7, 8 and 9 students have discrete ICT and Computer Science lessons studying a range of projects from E-safety, website design, digital imaging, spreadsheets, databases and programming. In Year 9 students can opt for Pearson Btec Digital Information Technology or OCR GCSE Computer Science.Students at KS5 can study OCR A-Level Computer Science or BTEC Level 3 IT.Decisions are widely discussed within the faculty team, prior to being made and all staff teach a range of courses and as such represent a flexible team. There is a culture of sharing ideas, resources and problems.  |

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| **Additional Information** |
| * For details of how the school day is structured, please see www.oxtedschool.org
* The majority of teaching staff will be form tutors
* For more information about Oxted School contact us on 01883712425 ext 212 or email hr@thpt.org.uk
* For more information about The Howard Partnership Trust see: [www.thehowardpartnership.org](http://www.thehowardpartnership.org)
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**PERSON SPECIFICATION – HEAD OF FACULTY**

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| **Qualifications & Training** | **Essential** | **Desirable** | **How assessed** |
| Qualified teacher status | ✓ |  | Application |
| Relevant specialist qualifications in your subject  | ✓ |  | Application |
| Commitment to CPD and improving practice through reflection | ✓ |  | Application / Interview |
| Thorough knowledge and understanding of curriculum requirements and developments within your own subject specialism | ✓ |  | Application / Interview |
| Experience as a form tutor and / or pastoral work |  | ✓ | Application / Interview |
| **Skills and abilities** | **Essential** | **Desirable** | **How assessed** |
| To be able to teach lessons which consistently meet the Teacher Standards | ✓ |  | Application / Interview |
| Demonstrable experience of improving student outcomes | ✓ |  | Application / Interview |
| Experience of carrying out monitoring and evaluation of colleagues |  | ✓ | Application / Interview |
| Experience of leading CPD opportunities for colleagues |  | ✓ | Application / Interview |
| To use a variety of strategies to engage students and promote a stimulating learning environment | ✓ |  | Application / Interview |
| To lead a team, inspiring others and to promote faculty / department procedures | ✓ |  | Application / Interview |
| To be a confident user of IT as a teaching tool | ✓ |  | Application / Interview |
| To contribute to the wider life of the faculty / department and whole-school, supporting extra-curricular and intervention initiatives | ✓ |  | Application / Interview |
| **Personal Attributes** | **Essential** | **Desirable** | **How assessed** |
| Excellent communication skills with the ability to relate well to students and adults | ✓ |  | Application / Interview |
| Ability to make effective use of data and develop timely and relevant intervention strategies to promote student progress | ✓ |  | Application / Interview |
| Energy, enthusiasm, determination and an insistence on high standards | ✓ |  | Application / Interview |
| Be able to work under pressure, prioritise and manage time effectively | ✓ |  | Application / Interview |
| **Safeguarding** |
| The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment |