



# Job Description: Head of Computing

December  
2022

## 1 TITLE GRADE AND POST

### Head of Department – Computing

Competitive

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## 2 PURPOSE OF POST

1. To promote the religious ethos of the school by nurturing the Catholic faith of all pupils and by preparing them for adult life.
2. To provide leadership and management of the department
3. To coordinate and take day to day responsibility for the organisation and management of staff and resources provided for learning and teaching in the department
4. To carry out such other associated duties as may be assigned by the Headteacher in accordance with the values expressed in the School Mission Statement:

*‘Our school strives to be a Catholic community in which Christian principles of care and respect are valued, with emphasis on the development of the individual through academic achievement and personal development.’*

- The relevant provisions of the “Schoolteachers’ Pay and Conditions Document 1994” as set out below. The post is otherwise subject to the Conditions of Service for Schoolteachers in England and Wales and to any individual contract signed between the postholder and the Governing Body.

## 3 ACCOUNTABILITIES AND RELATIONSHIPS

The postholder is responsible for carrying out his or her professional duties in accordance with all school policies and procedures and under the reasonable direction of the Headteacher.

1. The postholder is responsible:
  - To the Headteacher for the co-ordination of departmental policies and schemes and programmes of work



# Job Description: Head of Computing

December  
2022

- Through the Heads of Year and Pastoral Director to the Headteacher for all pastoral matters
2. The postholder is also responsible for establishing and maintaining professional relationships with colleagues in order to further the aims of the school, particularly with regard to enhancing the quality of learning and teaching in the school.

## 4 KEY TASKS

The postholder is responsible for duties as Head of Department as set out in 4.1 below:

### 4.1 Duties as Head of Department

#### Learning and Teaching

1. Developing, maintaining and implementing, in consultation with colleagues, departmental policies, programmes and schemes of work, methods of teaching and assessment in the subject areas of the department
2. Compiling an up-to-date syllabus, incorporating school and departmental policies, with clearly stated aims and objectives, content and methodology
3. Advising members of the department on teaching approaches, the selection of materials and classroom management
4. Updating the departmental handbook
5. Developing and maintaining the departmental policy on examinations
6. Organising the GCSE and A-Level syllabus, the marking of coursework, the co-ordination of practical assessments, liaising with exam board moderators.
7. Organising school examinations in the subject areas of the department
8. Ensuring that assessment is carried out in accordance with national curriculum and school requirements
9. Ensuring that the department implements the school's equal opportunities and special needs policies



## Management of Pupils

1. Discussing with the department the distribution of classes and recommending these to the Deputy Head responsible for the curriculum
2. Allocating pupils to teaching groups within the department according to school and departmental policy and providing senior management with up-to-date information on group lists
3. Accepting responsibility for the conduct and behaviour of pupils within the department and helping members of the department when there are problems
4. Liaising with Form Tutors and Heads of Year regarding specific pupils should the need arise
5. Liaising with parents when a pupils gives cause for concern or praise through his or her work or behaviour

## Management of Staff

1. Managing the team of teachers working in the Department and co-ordinating their work
2. Managing the work of Support Staff within the department (if appropriate)
3. Devising and maintaining statements of areas of responsibility within the department and helping to draw up appropriate job descriptions
4. Overseeing planning, records of work, assessment and evaluation
5. Holding regular departmental meetings with agendas and minutes
6. Contributing to the professional development of members of staff, including the co-ordination, planning and leading of in-service training within the department and at whole school level and other forms of career development
7. Encouraging members of the department to keep abreast of recent developments in the subject area
8. Advising the Head on recruiting, advertising for and appointing new staff



## **Job Description: Head of Computing**

**December  
2022**

9. Developing a departmental policy for dealing with teacher absence and the setting of work
10. Supporting and supervising student teachers in the department and liaising with FE establishments and the senior teacher responsible for students within the school
11. Managing the performance management process for teachers working in the department

### **Resource Management**

1. Controlling departmental expenditure; allocating resources appropriately; overseeing the use, storage and security of equipment and software; taking responsibility for the fabric and furniture in the department's rooms
2. Creating a stimulating learning environment in the department by use of equipment and resources
3. Assessing the resource requirements of the department

### **Other Management**

1. Contributing to meetings, discussions and management systems necessary to co-ordinate the work of the team and to integrate this into the work of the school as a whole
2. Reflecting the views of members of the department at other meetings and reporting back to the department
3. Providing information to parents and colleagues about the work of the department
4. Contributing to major school events where the work of the department is relevant
5. Making contributions relating to the work of the department to any materials published by or about the school, for example, school prospectus, press releases



## **5 PROFESSIONAL DUTIES**

The professional duties of a teacher with a post of responsibility are set out below:

### **5.1 Teaching**

In accordance with school and departmental curriculum policies:

1. Planning and preparing courses and lessons at Key Stages 3, 4 and 5
2. Teaching, according to their educational needs, the pupils assigned to him or her, including the setting and marking of work to be carried out by the pupil in school and elsewhere
3. Assessing, recording and reporting on the development, progress and attainment of pupils

### **5.2 Other Activities**

1. Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him or her
2. Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
3. Making records of and reports on the personal and social needs of pupils
4. Communicating and consulting with parents of pupils
5. Communicating and co-operating with persons or bodies outside the school
6. Participating in meetings arranged for any of the purposes described above

### **5.3 Assessments and Reports**

1. Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils



## **Job Description: Head of Computing**

**December  
2022**

### **5.4 Performance Management**

1. Participating in the school's performance management process

### **5.5 Review: Further Training and Development**

1. Reviewing from time to time his or her methods of teaching and programmes of work
2. Participating in arrangements for further training and professional development as a teacher

### **5.6 Educational Methods**

1. Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements

### **5.7 Discipline, Health and Safety**

1. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

### **5.8 Staff Meetings**

1. Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements

### **5.9 Cover**

1. Supervising and so far as is practicable teaching any pupils whose teacher is not available to teach them, subject to the school's policy on cover
2. Ensuring that classes are provided with appropriate and challenging cover work when a teacher is absent



## 5.10 Public Examinations

1. Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations

## 6 **MANAGEMENT**

1. Contributing to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of trainee teachers (PGCE, GTP, Teach First) and ECTs
2. Co-ordinating or managing the work of other teachers
3. Taking part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

## 7 **ADMINISTRATION**

1. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials
2. Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions

## 8 **WORKING TIME**

A full time postholder is required to be available for work for 195 days in any school year; and will be required to carry out the range of duties described above, primarily teaching pupils during 190 of those days.

A full-time postholder is required to be available for work for 1265 hours in any school year as directed by the Headteacher, those hours to be allocated reasonably throughout those days in the school year on which they are required to be available for work. They shall work such additional hours as may be needed to enable him or her to discharge effectively professional duties, in particular, the marking of pupils' work, the writing of reports on pupils and the preparation of lessons, teaching material and teaching programmes.



## **Job Description: Head of Computing**

**December  
2022**

In accordance with national conditions of service, the postholder is not required to undertake midday supervision and is entitled to a break of reasonable length between the morning and afternoon sessions. At Sacred Heart the mid morning break is combined with the midday break and teachers have agreed to undertake the normal mid morning break supervision at this time.