

Gosforth Central Middle School

Job Description: Head of Computing

Post Title:	Head of Computing
Payscale:	Main/Upper Payscale with TLR Payment Level 2b
Responsible to:	Headteacher
Job Purpose:	To be accountable for the educational progress of learners within computing by effectively leading teaching and learning and developing the computing curriculum area. To confidently support colleagues in the computing department in relation to teaching, curriculum implementation and professional development.

Main Responsibilities:

The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

- To carry out the professional duties of a teacher as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.

Lead Teaching and Learning Responsibilities

- Lead teaching and learning within computing across KS2 and KS3 by working with colleagues to develop an innovative and creative curriculum designed around the particular needs of our pupils.
- Develop a coherent, shared vision for learning, through teamwork which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
- Implement assessment strategies and data analysis to identify individuals/groups that are under attaining or are at risk of doing so.
- Lead, develop and inspire the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning. Prepare and run professional development courses for staff (teaching staff and LSAs).
- Lead, manage and develop computing, as well as STEM projects to provide programmes/activities that match learner aspirations and potential, and achieve excellence and enjoyment for learners.

- Ensure students are engaged in their learning beyond the classroom, including organising trips and competitions to encourage a love of learning.
- Act as a role model for staff, providing active support, mentoring, coaching and advice.

Responsibilities as Head of Computing department:

- Work collaboratively with IT services to ensure the smooth operation, maintenance and development of the school's hardware and software infrastructure.
- Act as the central point of contact between school staff and IT support services, coordinating repairs, upgrades and technical issue resolution.
- Attend and contribute to strategic meetings with external partners, ensuring high-quality service provision and value for money.
- Co-ordinate the administration of Google Workspace, including management of pupil/staff accounts and Google Classrooms.
- Lead and manage the Computing department, including curriculum implementation, quality assurance and staff CPD.
- Liaise with feeder first schools and the local high school to support curriculum continuity and progression in Computing.
- Stay informed about developments and emerging trends in educational technology, evaluating their potential impact and benefit for the school.
- Enhance and develop the use of digital learning tools to incorporate modern technologies in the curriculum. Utilise and promote the use of technology across the school curriculum.

General Responsibilities

- Contribute to the monitoring and development of Computing to ensure suitable opportunities are provided for learner aspirations to be met.
- Establish a purposeful and safe learning environment and manage learners' behaviour constructively by establishing and maintaining a clear, positive and supportive culture in line with the school behaviour policy and RRP approach (Restorative and Relational Practice).
- Plan effectively in the short, medium- and long-term and prepare effective learning sequences, lessons and work across a series of lessons to ensure coverage of the

curriculum and the differentiated needs of learners are met.

- Be aware of and apply a range of teaching and learning strategies and have a deep understanding of effective Computing pedagogy. Implement inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.
- Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructively feedback on learners' attainment, progress and areas of development.
- Demonstrate on-going development and application of teaching practice, expertise and subject specialism and/or phase knowledge to enrich the learning experience within and beyond assigned classes or groups of learners.
- Communicate effectively and work collaboratively within and beyond the classroom with support staff (including directing their day-to-day work), teachers, other professionals, parents, carers, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners.
- Contribute to the development and implementation of priorities, policies and activities in order to enable the achievement of whole school aims.
- Promote the safeguarding and welfare of all children and young persons the postholder comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of well-being of children and young people. Take appropriate action where required.
- Promote and implement policies and practices that encourage mutual respect for diversity in all aspects of employment and service delivery.

In addition, Upper Pay Spine teachers are expected to:

- Make significant contributions to implementing workplace policies and practice and to promote their implementation.
- Give advice on the development and wellbeing of children and young people, if required.
- Promote collaboration between colleagues and contribute to their professional development through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

February 2026