The Chantry School
Job Description

Name:

Job Title:	**Head of Computing**
Accountable to:	**Headteacher, through LT Line Manager**
Accountable for:	**Computing Department**
Last review:	**February 2024**

Purpose of Head of Computing
To be responsible for achieving the required standards of attainment and progress for all pupils in Computing through a high standard of learning and teaching.

1. **Strategic Direction and Development of the Subject**
   a) Develop, publicise, implement and realise a vision for the subject within the Computing Department, aligned with the school's values and vision, representing the school and department positively, including at Open Evenings and other publicity events
   b) Regularly review the curriculum, keeping abreast of, and implementing, school and national initiatives
   c) Develop an appropriate curriculum for all pupils, ensuring that statutory regulations, and Awarding Body requirements are met, so that pupils are motivated, stretched and challenged
   d) Up-date and publish annually, schemes of work for each year group ensuring appropriate knowledge and skills for all groups of learners
   e) Establish, implement and evaluate departmental policies within the Computing Department in accordance with whole school policies on areas such as teaching and learning, and homework, marking and assessment
   f) Evaluate departmental performance through curriculum Self Evaluation Forms.
   g) Establish, monitor and evaluate priorities for improvement and record these in the Computing Department Development Plan
   h) Communicate, co-operate and, where appropriate, collaborate with other departments, including sharing good practice
   i) Take a proactive approach to own professional development, be aware of national changes and developments in the subject, and forge links with other practitioners
   j) Provide enrichment activities that complement the curriculum

2. **Responsibility for staff in the department**
   a) Maintain personal expertise in Computing and share it with others
   b) Act as a role model of good classroom practice for other teachers by being effective and pro-active in implementing high quality teaching and learning
   c) Plan the deployment of staff expertise to achieve school and department development objectives in the most effective way
   d) Monitor and evaluate the work of the department in accordance with school procedures to include; lesson observation, work scrutiny, pupil voice and data review
   e) Observe colleagues in the department and provide developmental feedback, and support teachers who may require improvement
   f) Act as line manager to those staff in department and ensure that staff with TLR allocations discharge their additional responsibilities effectively

g) Support the development needs of all staff in Computing department and target CPD as appropriate
h) Ensure that deadlines are adhered (for all staff in the department)
i) Induct, support and monitor new staff in the department
j) Have full consideration for staff well-being and developing morale

3. **Responsibility for pupils in the department**
   a) Ensure that the work of the department is stimulating and engaging to all pupils
   b) Provide for the learning needs of all pupils through appropriate support and stretch
   c) Ensure all pupils have access to an appropriately challenging and supportive homework on a regular basis
   d) Take responsibility for recording and reporting pupil attainment including maintaining departmental database and the preparation of data for examination and test entries in good time
   e) Liaise with the SENCO to ensure support staff deployed are used efficiently and resources used effectively
   f) Maintain a safe and productive learning environment for all pupils, dealing with discipline issues following the school's Behaviour for Learning policy

4. **Responsibility for resources in the department**
   a) Use the accommodation available to create an effective and stimulating environment for the teaching and learning of the subject with available resources
   b) Prepare and oversee the annual budget for the Computing department. Administer the budget to always ensure the principles of best value. Liaise with the finance office to place and monitor all orders
   c) Contribute to the school health and safety procedures as appropriate

5. **Teaching responsibility** – carry out duties as a classroom teacher as specified in separate job description

This job description is an outline of the main responsibilities of the post and is not intended to be a comprehensive list of all duties. The post holder may be required to undertake other tasks appropriate to the level of the post as the Headteacher may require. It may be reviewed occasionally and subject to modification or amendment after consultation with the post holder.

Signed ……………………………………….   Signed ………………………………………
(Member of staff)   Headteacher

Date ………………………………………   Date ………………………………………….
(Member of staff)   Head of Computing

Feb 2024