

Job Description: Head of Computing (HoD - Secondary)



Post Details

School:	Twynham School and The Grange School
Grade:	TLR 2.3
Weeks per year:	Full time
Duration:	Permanent
Responsible to:	DHT or AHT as appropriately identified

Main Purpose

To lead and inspire excellence throughout the schools.

The Head of Computing is required to develop the Twynham Learning Secondary Computing Curriculum that is exciting, ambitious and challenging and that meets the needs of all students.

To be responsible for improving student outcomes across the schools. Fostering a team commitment towards, and consistent adoption of, a “deep green” approach and ethos that inspires aspiration towards excellent standards of progress for all our students.

The Head of Computing will provide inspirational leadership to the members of the department and ensure the effective recruitment, retention and deployment of staff within the Computing department.

The Head of Computing acts as the Online Safety champion for the schools and liaises closely with the DSL and Safeguarding Team.

The Head of Computing is expected to champion the subject in both schools, ensuring Computing is seen as a vibrant and enjoyable subject.

Main Duties and Responsibilities

- Create a culture of continuous improvement and embed an ethos of collaboration between TS and TGS, maximising all opportunities for the schools to share the benefits of collaborative ways of working, expertise and efficiencies with a shared vision for excellence in Computing.
- To be responsible for the design and effective implementation of a world class Twynham Learning Secondary Computing curriculum at both TS and TGS.
- To be the lead colleague for the secondary schools for any inspection, review or visit related to Computing.
- To maintain an up to date Curriculum Handbook documenting that details the curriculum as well as subject specific pedagogy.
- To set aspirational standards of students in Computing and ensure that teachers maintain high expectations in both schools.
- To be the lead person accountable for a shared understanding of the curriculum design in Computing at both schools.
- To work closely with the Head of Vocational Curriculum to oversee the design, development and impact of any vocational courses related to Computing that may be deemed appropriate for students eg Creative Digital Media BTEC
- To ensure an equity in provision across both schools and the aligned implementation of the curriculum.

- To ensure all teachers in the department set relevant homework and adhere to all departmental policies.
- To take responsibility for the effective evaluation and quality assurance of curriculum implementation across both schools and to lead subsequent reviews and intervention as required.
- To effectively evaluate and quality assure curriculum implementation across both schools and to shape subsequent reviews and intervention as required.
- To closely track and monitor students in all key stages and use relevant data to identify students for whom supportive intervention is needed to ensure gaps in cohort progress are closed.
- To be responsible for the development and implementation of the Department Development Plan ensuring that improvement priorities are accurately identified and that the action plan is regularly reviewed and updated.
- To ensure the subject area of the student gateway is kept up to date, relevant and is easily accessible to students providing excellent opportunities for independent learning.
- To ensure the effective day to day running of the department including maintaining resourcing and equipment.
- To be responsible for the Computing capitation budget ensuring that resources are managed effectively and efficiently.
- To work closely with the Operations Manager and other key staff to support compliance with Health and Safety regulations related to Computing and to ensure a robust maintenance programme is in place.
- To take the role of Online Safety Champion. This involves liaising with the DSL to ensure that Online Safety is seen as a strength within the Safeguarding audit and working with the Head of PSHE and Pastoral Leaders to ensure the curriculum teaches students about Online Safety.
- To provide accurate and timely evaluation of the Computing curriculum and staffing as required by senior leaders across the trust.
- To ensure robust analysis of curriculum impact, using internal and external data alongside qualitative measures to ensure excellent outcomes for all our students.
- To work closely with senior leaders to drive school-specific improvement strategies.
- To be responsible for the performance management of departmental staff as directed by the DHT (Academic).
- To line-manage departmental staff as directed by the EHT.
- Actively monitor and respond to developments and initiatives in Computing at national, regional and local levels.
- Ensure every teacher in Computing has a thorough appreciation of the relationship that exists between curriculum, teaching and learning and assessment and including the role each plays in improving our student outcomes.
- As required to support the work of the SISS (Self-improving school system) Board as directed by senior Trust leaders.
- To teach key student groups, which, at times and as required, may require teaching at both schools.
- To promote an effective subject-specific CPD programme for all teachers of Computing so that they have access to high quality training and development based on evidence informed and research-led thinking.
- To actively support and encourage a collaborative, wide-ranging and ambitious approach to extra-curricular Computing activities which encourage students from across both schools to actively participate in Computing.

Other Duties

- To support other senior leaders in the recruitment process, organising interview lesson observations and providing accurate feedback to selection panels where appropriate.
- To be responsible for the line management and effective deployment of technicians associated with Computing.
- Working closely with the EHT and DHT (Academic) to provide accurate evaluation of the quality of teaching and development and recruitment needs within Computing.
- Provide accurate and timely reporting on the quality of teaching in Computing across the schools using effective tracking and monitoring systems.
- To support the TL Performance Management and appraisal processes, being an appraiser for identified staff and ensuring that high standards of performance are both set and met in line with Trust policy.
- To play a full part in the life of the Trust community, to support its vision, mission and values.
- To support the work of Twynham Learning MAT which at times may require supporting other schools within the MAT as agreed in consultation with the postholder.
- To support the work of Two Rivers Institute (TRI, formerly Twynham Teaching School) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection policies.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time.

Twynham Learning Attributes for all Staff

Ambition for excellence	Inclusiveness
Professionalism	Positivity
Humility	Community-mindedness
Championing change	Being collaborative

Personal Attributes

- High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people.
- Highly emotionally resilient
- A reflective practitioner with a history of expertise in classroom pedagogy and the ability to improve outcomes for students
- An ability to inspire and relate well to the whole community.
- An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.
- A team player who is comfortable in both providing and responding to professional challenge.
- A commitment to and evidence of professional development of both yourself and others
- A commitment to engaging with evidence and research to inform practice
- Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.
- A sense of humour

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.