



**Teaching and learning Responsibility (TLR2a)
Job Description**

Job title:	COMPUTING SUBJECT LEADER
Whole school area of accountability:	Teaching and Learning responsibility for Computing
Grade:	Standard national scale in line with the current School Teachers' Pay and Conditions document plus the appropriate TLR2a payment
Responsible to:	The Headteacher, members of the Senior Leadership Team and the Governing Body
Supervisory responsibility:	IT Technicians

Main purpose of the job:

Provide professional leadership and management in Computing and the use of new technologies in order to secure high teaching, learning and achievement of all learners through the use of technology throughout the curriculum and beyond.

Main duties and responsibilities:

- Keep abreast of new technologies and ensure that the school is at the forefront of development in using ICT as a teaching, learning, communication and administrative tool
- Support the school through positive marketing of the school, its values and achievements through regular updating of the website and use of social media
- Ensure that the school uses ICT, and the latest technologies, effectively for teaching, learning, communication and administrative purposes
- In conjunction with our IT provider, advise the Head Teacher and governors on appropriate hardware, software, applications, and digital media to ensure our pupils experience and learning equips them to be safe and effective users of IT
- Play a key role in the school's review and self-evaluation of computing.
- Act as the school's E-Safety champion ensuring staff, pupils and parents are fully informed and aware of how to keep themselves and others safe in the digital world
- Review, monitor, evaluate and update policies for Computing, E-Safety and Data Protection
- Maintain and populate, in conjunction with all staff, the school's website ensuring it meets Ofsted requirements and provides a comprehensive, positive and informative reflection of the school and its activities
- Define and agree appropriate improvement targets for computing
- Provide relevant pupil performance information and analysis of progress in computing

- Review, monitor and evaluate the Computing Schemes of Work to ensure continuity and progression for all pupils
- Further develop and monitor systems to assess and record pupil progress and attainment in computing
- Use data and other information to inform strategic planning and identify challenging and realistic targets in computing for all pupils as appropriate
- Monitor pupil standards and achievement against annual and other targets and track progress in computing using the school's agreed system
- Plan and implement strategies where improvement needs are identified
- Ensure that all pupils have equal access to the computing curriculum
- Liaise with and direct the work of the school's IT Technician to ensure good maintenance and management of the school's IT resources, network, administrative systems and applications

Leadership and management

- Support and implement the vision and ethos of the school
- Contribute to, implement and evaluate the success of School Development Plan relevant to your TLR area
- Ensure that the work of the whole school (as relevant) is inclusive and issues are addressed in curriculum and/or pastoral management
- Ensure policies are translated into practice by the team and that you bring to the attention of SLT any which may need revisions or amendments
- Together with SLT, lead on the school self-evaluation process for your TLR area including lesson observations, monitoring of school standards and bringing about improvement
- Provide guidance and support to ensure high standards of teaching and learning, measured by pupils' engagement in their learning and their quality of outcomes.
- Develop, demonstrate and/or promote teaching and learning activities appropriate to full age and ability range
- Promote cross curricular approaches to teaching and learning
- Promote the subject through displays, school website and social media
- Be a proactive and effective member of the senior/middle leadership team
- Be an effective role model for your team in terms of teaching, behaviour and classroom management

Teaching and Learning

- To lead through example, providing a successful role model of good practice in the Computing Curriculum
- Identify and disseminate effective ways of teaching using IT including the use of software and hardware so that teachers are upskilled not deskilled by working alongside a specialist teacher
- Promote high levels of achievement
- Ensure continuity and progression in the Computing Curriculum by supporting colleagues and choosing the appropriate sequence of teaching and learning activities; setting clear learning objectives
- Reflect on practice and effectiveness – identify areas for improvement, and take appropriate action to further improve the quality of teaching and learning in computing
- Provide example, coaching and training to help others become more effective in their use of IT when teaching
- Ensure that relevant attainment/achievement targets are met
- Ensure that key computing skills are developed throughout the school

- Monitor and evaluate planning, curriculum coverage and learning outcomes within computing

Wider Responsibility

- Establish CPD needs and provide INSET within the school for all staff as appropriate
- Lead parent education in computing and E-Safety
- Oversee the budget for computing and keep Head Teacher and Governors informed of plans for future spend or new initiatives
- Support and secure the commitment of others to the vision, ethos and policies of the school
- Demonstrate an excellent ability to advise and support other staff
- Maintain high standards of professionalism at all times
- Meet deadlines
- Attend meetings /training as required
- Show commitment to the extra-curricular activities of the school
- Ensure the school is a safe and well organised environment

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your TLR area
- Monitor standards including recorded work as relevant to your TLR area across the school including reviewing long and medium term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programmes as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer with the arrangements for the appraisal of all identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

Other

- Assist in the smooth running of the school at all times, including being responsible with the other TLR holders for the school in the absence of the Headteacher, Deputy and Assistant Headteachers
- Undertake other various responsibilities as directed by the Headteacher or SLT

Role review

This job description is not the contract of employment, or any part of it. It sets out the main duties of the post at the time of drafting and cannot be read as an exhaustive list. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation with the post holder subject to the Headteacher’s approval. This document must not be altered once it has been signed but will be reviewed annually as part of the post holder’s performance review.

Signature of post holder..... **Date**

Signature of Headteacher **Date**