

**Job Description**

**Job Title:** Subject Leader Computer Science

**Responsible to:** Assistant/Deputy Principal

**Department:** ICT

**Main responsibility/Key Purpose:**

To lead and manage the organisation and teaching of ICT & Computing Science at the Academy, and to ensure that students achieve their full potential in this subject.

**Specific Responsibilities/Tasks and Responsibilities:**

* To lead and manage the teaching of ICT & Computing
* To ensure that ICT & Computing is taught and assessed according to the National Curriculum and Examination Board requirements in Key Stages 3, 4 and 5.
* To monitor the quality of teaching and learning within the department. This will include the scrutiny of lesson plans, book sampling, ensuring that work is regularly and thoughtfully marked providing levels and guidance on how to improve performance, that homework is regularly set and marked. This will include outcome driven observations of staff to support development of Outstanding learning and progress across the Faculty.
* To raise attainment at all key stages and to ensure that all students make at least good progress relative the national average and their starting point, which is reflected in value added measures.
* Ensure effective moderation systems in place for coursework elements of courses
* Examination entries
* To make effective use of data to raise attainment
* To co-ordinate the efficient deployment of staff to ensure high quality teaching and learning
* To provide support and coaching for department members to become outstanding practitioners
* To plan organise and implement any ICT/Computing intervention programmes e.g. Booster sessions, additional support, parent support programs etc.
* To manage and deploy the faculty budget effectively
* To develop the use of the VLE to maximise student learning
* Keep abreast of new developments in the subject curriculum, and take reasonable opportunities to gain further subject knowledge and teaching skill as required
* To teach ICT at London Academy, throughout the age and ability range as specified in the National Curriculum.
* To be responsible for overall discipline within the faculty to create a positive and efficient working environment according to the Behaviour for Learning Policy.
* To regularly monitor the quality of learning and teaching in the Faculty and be involved in the Faculty and whole Academy Self Evaluation process. This includes monitoring the performance of staff in the faculty and the learning outcomes they achieve.
* To act as Team Leader in carrying out Performance Management Reviews of staff in the ICT Faculty. To assist in the professional development of colleagues including leading and facilitating appropriate INSET.
* To construct and implement an ICT Faculty Area Improvement Plan (AIP) consistent with the aims of London Academy which will be linked to the Academy Development Plan (ADP).
* To facilitate and attend regular meetings with Directors of Learning, members of Faculty and Curriculum managers to discuss policy, initiatives and progress of students . Communicating with members of the Faculty on whole Academy policies and initiatives.
* Monitoring and reviewing of students’ progress and implementing changes to ensure that students achieve their full potential in ICT.
* Ensuring schemes of work, units of work, levelled assessments and lesson plans fulfil the entitlement of National Curriculum criteria, are reviewed regularly and have a focus on delivering the best learning outcomes.
* Overseeing recording and reporting of student progress using National Curriculum criteria and levels at Key Stage 3. Ensuring curriculum continuity from KS2 to KS3 and KS3 to KS4 and transition to KS5.
* To set lessons for classes in the absence of their regular ICT teacher (where work was not set and the absence was unknown) and monitor the quality of teaching where this absence is long term.
* Ensuring the reporting to parents in line with London Academy procedures.
* Developing, implementing and reviewing ICT Faculty Handbook to ensure that faculty policies are updated and in line with whole Academy policies.
* To be responsible (with Faculty colleagues) for the consistent approach to ICT across the Academy curriculum.
* Responsible for ensuring that all students are entered for the appropriate examinations at Key Stage 4.
* To be responsible for raising the profile of ICT as a vital life skill and in doing so present opportunities for students to relate ICT to later life.
* Responsible for Faculty budget and maintaining records of items purchased.
* To ensure that the Faculty complies with Health and Safety legislation.
* Organising Faculty input into Open Evening & Parents Evenings and attending those meetings.
* To attend Governing Body Meetings, Subcommittee meetings where issues, standards or provision is being discussed. To report to the Governing Body on: -

- Progress of students in all year groups;

- Analysis of Year 11 GCSE final grades;

- Initiatives, projects, development and successes.

* The post holder will undertake any other reasonable duties in line with the nature of this post as directed by the Principal