

JOB DESCRIPTION

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| JOB TITLE: | Subject Leader of Computer Science |
| HOURS: | Full-time |
| SALARY: | MPS/UPS + TLR 2b |
| RESPONSIBLE TO: | Head of Faculty, Vice Principal (Academic Excellence), Principal |

JOB PUPOSE:

- To undertake the role of Subject Leader of Computer Science and Teacher of Computer Science.
- To contribute to an appropriate environment for student learning by providing the strategic leadership and management of Computer Science.
- To secure high levels of engagement with staff, students, parents and the wider learning communities.

Responsible for: The provision of a full learning experience and support for students.

Liaising with: Senior Leadership Team, teaching/support staff, Trust representatives, external agencies, students and parents/carers

This College is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to ensure that every child really matters. This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as a regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. This post is designated as a regulated activity and requires enhanced criminal record check (including a barred list check).

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for anyone who develops a disabling condition.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

MAIN TASKS AND RESPONSIBILITIES:

TEACHING AND LEARNING

- The provision of high-quality curriculum, teaching and learning across a range of programmes and the delivery of associated assessment, administration and support for learning. Teaching contact time will be confirmed.
- To ensure effective student learning in all classes taught.
- To teach students according to their educational needs.
- To ensure the effective/efficient deployment of classroom support.
- To consistently meet the Teachers' Standards.

- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required by College and Curriculum Team policy.
- To provide, or contribute to assessments, reports and references relating to individual students and groups of students.
- To ensure that literacy and numeracy are reflected in the teaching/learning experience of students.
- To ensure a high-quality learning experience for students which meets internal and external quality standards.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the College's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, curriculum team and College procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required in line with both the College's feedback policy and the policy of any Curriculum Team the post holder is working within.

OPERATIONAL/STRATEGIC

- To assist in the development and implementation of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Team.
- To contribute to the Curriculum Team's improvement plan and its implementation.

CURRICULUM PROVISION

- To assist the Curriculum Team Leader and the Senior Leadership Team, to ensure that the curriculum is implemented in line with the College's strategic objectives.
- To contribute to the effective delivery of the Personal Development curriculum in your role as a form tutor.

CURRICULUM DEVELOPMENT

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's vision.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas including subject knowledge and teaching pedagogy.
- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal Review process.
- To support staff within the subject area to develop their practice.

RECRUITMENT AND DEPLOYMENT OF STAFF

- To work as a member of a designated team and to contribute positively to effective working relations within the college.

TUTOR

- To assist the pastoral team in monitoring and developing the personal and social development of all students in a given tutor group.
- Monitor and develop the personal and social development of all students in a given tutor group.

QUALITY ASSURANCE

- To help to implement College quality assurance procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum team in line with agreed College procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.

MANAGEMENT INFORMATION

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the management information system (MIS), registers etc.
- To complete the relevant documentation to assist in the progress tracking of students.
- Use student tracking information to inform teaching and learning.

COMMUNICATIONS

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the College.
- To follow agreed policies for communications in the College.

MARKETING AND LIAISON

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Team Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the College community, to support its distinctive vision and values and to encourage staff and students to follow this example.
- To actively promote the College's policies.
- To comply with the College's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCD not mentioned in the above.



- Post holders 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.
- Post holders are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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This job description is current at the date shown, but following consultation with you, may be changed by leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

May 2024

PERSON SPECIFICATION

| CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|---|
| Experience, Qualifications, Knowledge and Understanding | <ul style="list-style-type: none"> • A good Honours Degree in relevant subject • Qualified Teacher Status • Excellent subject knowledge and understanding • A proven track record of excellent classroom practice • Knowledge of KS3 and KS4 curriculum • Awareness of recent developments in the teaching of Computer Science • Experience of working in 11-16 age range in Computer Science • Experience of working as part of a successful team • Evidence of continuing professional development • Good ICT skills | <ul style="list-style-type: none"> • Involvement in whole-school training initiatives related to improving classroom practice • A working knowledge of exam board expectations • Master's Degree or equivalent |
| Planning, Teaching and Class Management | <p>Ability to:</p> <ul style="list-style-type: none"> • Plan lessons with clear objectives, with clear learning outcomes and with appropriate content • Provide clear structure to lessons which maintain pace and motivation • Teach across the ability range at KS3 and KS4 • Set challenging tasks for whole class, individual and group work which challenge and motivate students • Establish a purposeful working atmosphere and set high expectations for student behaviour • Teach effectively, matching approaches to subject matter and students being taught • Critically evaluate own teaching • A willingness to contribute to extra-curricular activities | <ul style="list-style-type: none"> • Experience of implementing a range of strategies to raise student achievement, with evidence of success |
| Personal Qualities and Skills | <p>Ability to:</p> <ul style="list-style-type: none"> • Identify and support the College ethos and values • Establish good working relationships with staff and students • Set an example to students through high standards of presentation, personal and professional conduct • Take responsibility for own professional development • Excellent interpersonal skills • Reliability, including excellent attendance record • Energy, enthusiasm and openness to new ideas and initiatives • Awareness of responsibility for the safeguarding and promotion of the welfare of children | <ul style="list-style-type: none"> • Personal impact and presence which inspires others |