

Job Description

Subject Leader - Computing



Job Category: Educational Support Staff

Reports to: SLT Line Link

Purpose of the Role

Leadership and Management

- Lead the Department team by providing a professional, positive, pro-active and creative approach;
- Participate in the Appraisal process as a reviewee and, where appropriate, as a reviewer, and support staff in achieving their Performance Development targets;
- Support the Leadership Team in implementing whole school practice
- Model effective learning and teaching;
- Lead curriculum design, development and review;
- Manage staff career development;
- Challenge and support teachers/colleagues;
- Manage and delegate job roles within the Department;
- Manage subjects/key stages within the Department;
- Manage and organise the technical support services where appropriate;
- Represent the views of the Department in different forums;
- Ensure all colleagues are involved in Department and whole school consultation;
- Contribute to whole school strategic planning through completion of relevant parts of the SEF/SDP;
- Manage Department finances and resources;
- Manage and organise the resources required to teach each subject area;
- Plan and room the Department timetable;
- Organise class/group lists;
- Be aware of the health and safety of all members of the school community and deal with or report any areas of concern immediately;
- Complete any additional responsibilities as required by the Headteacher.

Achievements and Standards

- Analyse baseline data and exam results to ensure students and staff are working towards aspirational targets;
- Track and monitor individual students and different cohorts of students and make appropriate interventions to rectify under-achievement;
- Monitor the quality of learning through a scheduled and proactive Quality Assurance Programme
- Ensure that benchmarking of students is implemented within the Department;
- Take responsibility for overall behaviour management within the Department to ensure a safe, secure and structured learning environment.

The Quality of Provision

- Ensure that schemes of work are in place that meet the academic needs of all students;
- Lead departmental self-evaluation and quality assurance;
- Update DDP in the light of departmental self-evaluation, whole school self-evaluation and SDP;
- Observe, record and review the quality of teaching in the Department;
- Challenge and support staff to share good practice;
- Promote a stimulating learning environment which encourages students to learn;
- Be aware of the latest research and learning resources for students and teachers;
- Promote cultural entitlement through the provision of a broad range of enrichment activities including school journeys where appropriate.

Professional/Personal Development and Well Being

- Develop a team ethos leading to consistent best practice across classrooms;
- Provide opportunities for staff to discuss their own personal development and well-being;
- Ensure that staff are given a full range of teaching experience and allowed to develop different aspects of their teaching;
- Induct new staff and support and develop Early Career Teachers (ECTs) in conjunction with the Assistant Headteacher through formal observation and recorded meetings;

- Support staff in receiving appropriate CPD which meets the needs of both the individual, the Department and the school;
- Assist with the appointment of new staff;
- Establish effective communication in the area through for example, the timely preparation of agendas, chairing of meetings and publication of minutes;
- Support staff who may have to deal with challenging parents;
- Act as mentor for Initial Teacher Trainees (ITTs).

Learners, Parents/Carers and Stakeholders

- To carry out any pastoral support roles (including being a tutor) as required;
- Evaluate the views of students, parents and stakeholders and act on recommendations where appropriate;
- Liaise with parents, carers and stakeholders in order to facilitate the flow of information about students;
- Oversee links with specialist staff and units;
- Oversee mentoring and coaching.
- Make presentations to stakeholders.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed:

Date:

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.