

**JOB DESCRIPTION**

**Job Title:** Trust Subject Co-Ordinator - Computing

**Location:**  BET Schools

**Responsible to:** Trust Director for Education/Trust Lead for Performance

**Liaises with:** Trust Directors**,** Senior Leadership, Heads of Department, and all relevant staff in all BET schools

**Job Purpose**

The purpose of this role is to contribute to the development of teaching and learning across the Trust by co-ordination of Schemes of Work, Trust assessment, moderation and data input.

**Main Duties**

**Curriculum**

* Understand and be able to articulate in detail the teaching needs of the Trust as it relates to computing; this should include the Trust vision, a need for lifelong healthy lifestyles and the Trust exam board requirements
* Understand what schools are teaching currently and question reasons for differences in content and timing
* Create and maintain an appropriate Trust curriculum map
* Create and maintain a Programme of Study
* Undertake professional development in the writing of curricular and the writing of assessments
* Prepare and write Trust assessments, having them agreed by the Director of Education and the Trust Lead for Performance at least one term in advance of the assessment
* Co-ordinate training and moderation so that data input for Trust assessments is standardised
* Contribute to the cross-Trust curriculum planning of your subject (intent, implementation and impact)

**Bohunt Standards**

* Create Bohunt Standards for computing and ensure they remain current

**Coordination**

* In conjunction with the Director of Education and the Trust Lead for Performance agree agendas for the three face-to-face meetings during the year
* Create a coherent plan for the three Trust Insets per year that moves forward the teaching of your subject
* Agree timely actions, send out minutes, and ensure actions are completed
* Organise interim online meetings as necessary
* Ensure all relevant staff are aware of the Trust Assessment Calendar
* Send reminders and check on progress so that Trust data deadlines are met
* Visit Trust schools at least once during the year to ensure compliance with assessments and curriculum
* Sharing good practice and pitfalls across the Trust

**General**

* Deputise for key members of staff relevant to the delivery of computing across the Trust
* Undertake any other reasonable requests from the Director of Education or Trust Lead for Performance

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