

JOB DESCRIPTION

Post Title:	Head of Computer Science and ICT
Grade:	TLR 2b £5,348
Reporting to:	Head of Faculty (HOF)
Responsible for:	Subject teaching staff, other relevant personnel and students within the subject area.

The grading of this post will be identified in the TLR published structure and will be dependent upon, the size of the department in terms of staffing and curriculum share; the additional responsibilities expected such as for Health and Safety and cross curricular requirements; the level of accountability and recruitment and retention factors.

All staff have a responsibility to ensure that their work and interaction with all individuals fully reflects the school's overall vision and aims.

Job Purpose:

- To create a successful learning culture and ethos within the subject that is ambitious and enables students and staff to excel.
- To raise standards of student attainment and achievement within the subject particularly for the disadvantaged students.
- To be accountable for leading, managing and developing the curriculum area ensuring that it is suitably broad, balanced, relevant, differentiated and inspiring.
- To support the HOF and SL to develop and enhance the teaching in the subject so that staff are motivated, innovative and passionate about improving their practice.
- To set high expectation for behaviour and safety within the subject and promote the school policies and ethos.
- To set high standards and be a positive role model for other subject teachers.

As a Head of subject , in addition to carrying out the professional duties of a teacher other than a Headteacher, as described in the School teachers' Pay and Conditions Document and in meeting the standards for a Teacher as laid out in the Professional Standards for Teachers, he/she will be responsible to the Headteacher for the following specific areas.

Specific Responsibilities

Strategic Leadership

- To work with the Head of Faculty to ensure the vision of the school is realised and that the school continually improves and is effective.
- To be accountable for student attainment, achievement, progress and development within the subject. To ensure all students have equality of opportunity to succeed and particularly supporting the progress of disadvantaged students.
- To inspire students and staff through a passionate commitment to the subject.
- To provide the necessary leadership, development and mentoring to staff within the subject to sustain high quality teaching and learning. This will include the effective planning and delivery of departmental CPD.
- To work closely with the HOF and SL to contribute to a consistent school evaluation framework leading to continuous school improvement.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

Leadership of Teaching and Learning

- To ensure the provision of an appropriately broad, balanced, relevant, differentiated and engaging curriculum that gives students the best chance of success, in accordance with the aims of the school and the curricular policies determined by the Trustees and Headteacher.
- To contribute to the implementation of school policies on raising of achievement and monitoring student progress.
- To ensure effective liaison with local primary schools and FE establishments on matters pertaining to the subject.
- To lead with the HOF and SL on the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject.
- To support the HOF and SL in monitoring and evaluating the quality of teaching and learning in the subject.
- To work with other members of staff, the SENCO and associate staff to ensure the effective delivery of a suitably differentiated curriculum to all learners to ensure needs are met.
- To be responsible for the implementation and evaluation of behaviour management in the department, to promote behaviours for learning and to celebrate students success
- To develop parental/carers engagement such as providing parents with appropriate information about course content and, in conjunction with HoY, deal with any problems and queries.
- To ensure effective communication/consultation with all members of the school community including staff, parents and students
- To represent the subject at the faculty meetings as required.

Staffing

- To ensure the continuous development of an effective and meaningful curriculum for all classes of an absent member of the subject.
- To support the HOF and SL in reviewing all staff performance and audit training needs as required. To ensure rigorous self-evaluation of the subject which leads to well targeted support for colleagues to promote professional development
- To advise on job specifications and subject staffing and to assist in shortlisting and interviews
- To convene regular subject meetings with a clear and open agenda, effectively minuted with a focus on teaching and learning

Quality Assurance

- To implement and monitor procedures for assessing, recording and reporting student achievement within the subject, linking data gathered to challenging target setting and effective interventions.
- To interpret and use national, local and school-level performance data to help raise achievement and measure performance.
- To report regularly to the Head of Faculty as required on all aspects of academic progress in the subject.
- To lead the development, implementation and monitoring of subject plans and targets.
- To ensure that the day to day management, control and operation of course provision within the subject, including effective deployment of staff and physical resources is carefully lead and managed to ensure value for money.

Management of Resources

- To liaise with the Examinations Office about the organisation, administration and co-ordination of all internal and external examinations within the subject and to ensure effective use of the information gathered
- To review and monitor the department budgets with the SL to ensure value for money, the effective deployment of learning resources within the Department (including staff and finances) and that school financial policies and procedures are followed.
- To undertake all Health and Safety responsibilities including risk assessments, ensuring they are in line with national requirements.

Other Specific Areas of Responsibility

Wider Professional Responsibility:

To improve cross-curricular ICT

To support staff CPD in ICT

To contribute to the whole school ICT strategy.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This list is not intended to be exhaustive and responsibilities may vary depending on the priorities of the department.

Tasks may vary from time to time without changing the general character of the tasks or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Staff 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.

All staff, regardless of level or position, have a responsibility to be aware of and also to support and uphold the school safeguarding and health & safety policies.