

HEAD OF COMPUTING – SECONDARY SCHOOL JOB DESCRIPTION 2019

LOCATION	The British International School Budapest
JOB PURPOSE	<p>To be an outstanding classroom practitioner, leading, managing and inspiring a team of specialists to enable students to be the best they can be.</p> <p>Teach computing across the secondary school, and raise attainment at GCSE and in the IB Diploma Programme.</p>
REPORTING TO	Deputy Head / Head of Secondary
OTHER KEY RELATIONSHIP	Head of Primary; Head of Secondary; World Language Teachers; Heads of Department and other middle leaders.
SAFER PRACTICES	<p>The British International School Budapest is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers in accordance with our safer recruitment practice. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.</p>
CORE REQUIREMENTS	
<p>The Head of Computer Science aspires to the highest standards of professionalism and will, in particular:</p> <ul style="list-style-type: none"> • Generate excitement and passion for the subject in students and the wider school community; • Inspire trust and confidence in students, colleagues and parents; • Engage and motivate students to strive for the highest achievement; • Use technology in the classroom to enhance learning; • Be relentless in the quest for excellence, using achievement and progress data and lesson observations to seek out and promote excellent teaching; • Support continuity across all phases and contribute to the development of curriculum, pedagogy and teaching across the school; • Continually strive to develop the quality of students' learning across the curriculum, particularly in relation to language development; • Contribute to school improvement planning and the development of the curriculum; • Develop and deploy curriculum, schemes and resources efficiently and effectively; • Promote the school mission and values and those of the NAE family of schools. 	

Management and Leadership

Be accountable and provide clear direction for the work and development of computing in the secondary school.

Promote high standards through personal involvement and, through working with the subject teachers ensure that:

- The subject has explicit aims and values, including a commitment to good relationships and equality of opportunity for all, which are reflected in its plans and schemes of work;
- The subject identifies appropriate priorities and targets, takes the necessary action, and reviews progress towards them;
- Staff use time, colleagues and other resources effectively to support access to and delivery of the curriculum;
- There is rigorous monitoring, evaluation and development of teaching;
- There is rigorous monitoring, evaluation and development learning and appropriate internal and external assessments of learning are made;
- Learning resources are adequate for the subject's curriculum and the range of students;
- Parents are provided with good quality information about the subject and particularly about their children's progress and achievement.

Student Progress and Achievement

The Head of Computing will support the progress and achievement of a wide range of students, including those in groups taught by other teachers, by coaching and mentoring staff and directly supporting students so that students will:

- Acquire new knowledge or skills, develop ideas and increase their understanding;
- Apply intellectual and creative effort in their work;
- Be productive and work at a good pace;
- Show interest in their work and be able to sustain concentration and think and learn for themselves;
- Understand what they are doing, how well they have done and how they can improve.

Enhancing the Teaching of Others

The Head of Computing will enhance the teaching of others within the subject by enabling colleagues to:

- Develop and improve subject knowledge and pedagogy;
- Plan effectively, setting clear objectives that students understand;
- Challenge and inspire students, expecting the most of them, so as to deepen their knowledge and understanding;
- Use methods which enable all students to learn effectively;
- Manage students well and insist on high standards of behaviour;
- Use homework effectively to reinforce and / or extend what is learned in school;
- Assess students' work thoroughly and use assessments to help and encourage students to overcome difficulties.

Planning, Teaching and Learning

Maximise learning by:

- Setting consistently high standards;
- Monitoring, evaluating and developing teaching;
- Planning effective teaching programmes which provide exemplary learning opportunities within and beyond the classroom;
- Identifying and supporting individual and personal learning needs;
- Maintaining high levels of behaviour that encourage learning;
- Effectively using homework and co-curricular learning opportunities;
- Establishing a purposeful and safe learning environment;
- Using technology to enhance and transform personalised learning opportunities.

Tracking, Assessment, Recording, Reporting

- Make effective use of a range of assessments to plan challenging learning opportunities for all students;
- Collect and use data to enhance teaching and learning;
- Monitor and record students' learning to ensure they remain on track to achieve challenging targets;
- Report on progress to students, parents, form tutors and Head of Secondary.

Student Care and Guidance

- Establish a purposeful and safe learning environment for all students;
- Promote the progress and well-being of all students;
- Take on the role of Form Tutor, when required;
- Contribute to the preparation of action plans and other support mechanisms;
- Alert appropriate staff to problems experienced by students and make recommendations as to how these may be resolved;
- Communicate effectively with parents, liaising with other staff as appropriate.

Co-Curricular Activities

- Support the life of the school beyond the classroom;
- Lead one or more after school activities each week;
- Participate in residential weeks and other trips as appropriate;

Other Requirements

- Contribute positively to the morale and community spirit in the school;
- Work effectively in different teams;
- Assist in whole school marketing initiatives and contribute to the growth of the school;
- Operate at all times within the stated policies and practices of the school and NAE;
- Maintain an up-to-date knowledge of excellent pedagogy and curriculum;
- Be proactive in professional development to enhance students' learning;
- Meet responsibilities with regard to safeguarding, health and safety, equal opportunities and conform to professional and ethical requirements;
- Any other appropriate duties as allocated by the Principal.

PERSON SPECIFICATION

Qualifications/Training

Qualified to bachelor degree level or above.	Essential
Qualified Teacher Status.	Essential
EAL qualification.	Desirable
European nationality (for visa purposes).	Desirable

Experience

Proven track record with at least five years' teaching experience.	Essential
Experience of being part of a highly successful department and school.	Desirable
Experience of project or department leadership.	Desirable
Demonstrable evidence of innovating and adapting curriculum to engage children and enable them to perform highly.	Essential
Experience of teaching to IB Diploma Programme level or equivalent .	Desirable
Experience of the English National Curriculum and (I)GCSE.	Desirable
Working in partnership with parents.	Essential
Experience of teaching children for whom English is not their first language.	Desirable

Skills

Excellent oral and written communication in English.	Essential
Ability to engage children and enable them to perform highly.	Essential
Strong organisational skills and use of ICT.	Essential

Personal Attributes

Passionate about education and young people.	Essential
Infectious enthusiasm for language learning.	Essential
Evidence of commitment to continuous professional development.	Essential
Culturally agile and adaptable.	Desirable
An understanding of the complex environment of an international community.	Desirable

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promote and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations.

Dear Applicant,

Nord Anglia Education is the world's leading premium international schools organisation. Our 56 international schools are located in China, Europe, Middle East, Southeast Asia and the Americas. Together, they educate more than 51,000 students from kindergarten through to the end of secondary education. We are driven by one unifying philosophy: we are ambitious for our students, our people and our family of schools.

Each Nord Anglia Education school is unique in character and tailored to meet the needs of their specific location. However, our schools are also united by the quality education they offer, the excellence of the student experience and the dedicated staff and management in our schools.

Most of the Nord Anglia schools benefit from our performing arts collaboration with The Juilliard School as well as our Global Campus, which offers unique global experiences for students at every age. Many of our schools will also benefit from our new approach to teaching STEAM subjects (science, technology, engineering, arts and maths) through our collaboration with the Massachusetts Institute of Technology (MIT). Our goal as the leading international schools organisation is to provide an education so that students can succeed academically, socially and personally.

Our schools educate students from pre-school to the end of secondary education. Curricula taught in our schools include the English National Curriculum, International Baccalaureate, American Curriculum, Swiss Curriculum, French Curriculum and Shanghai National Curriculum.

We have a global community of over 10,000 teachers and staff, working in 56 schools located in 27 countries around the world supporting our students' learning. Together, we educate over 51,000 students globally from the ages of 2 to 18 years old.

Our students come from a wide mix of backgrounds and cultures and a typical school may have up to 60 different nationalities. A Nord Anglia Education student benefits not only from the richness and expertise within their own school environment, but also from other schools across the Nord Anglia Education family through our Global Campus. Similarly, our teachers can interact with fellow teachers around the world through Nord Anglia University, our bespoke online platform designed by teachers for teachers to provide unrivalled professional development opportunities.

Although our schools are non-selective, year on year our students' academic achievement exceeds global averages across every key stage. On average, our students' score almost four points above the global average in their IB Diploma, and one in three students goes on to study at one of the world's top 100 universities.

Our schools are amongst the most respected premium schools in their markets and are a very popular choice for parents.