**JOB DESCRIPTION**

**Job Title:** Leader of Computing

**Responsible to:** Head of Computing and Business

**Location:** St Michael’s Church of England High School

**Salary/ Grade:** TLR 2a

**Purpose of the Post:**

* To develop effective leadership of yourself and others within the curriculum area/faculty.
* To contribute to the raising of student attainment, their achievement and progress in Computing.
* To develop an exciting, challenging and relevant learning experience for all students in KS3.
* To be accountable for promoting and safeguarding students’ welfare and personal development as part of a collaborative and whole school approach.

**Strategic direction, development and accountability for the KS3 curriculum area:**

* To help provide leadership, support and direction for the KS3 curriculum area.
* To devise the KS3 curriculum map and to ensure that all units/topics of work are fully planned and resourced.
* To be accountable for the achievement of students in KS3 Computing.
* To help meet the whole school target.
* To have an understanding of the importance of the subject/curriculum area and how it contributes to the overall life of the school and to students’ personal development.
* To assist with the development and implementation of the curriculum/subject action plan in line with the school improvement plan.
* To analyse and interpret interim assessment data to indicate those pupils who are failing to meet their ELoP.
* To organise, track and lead subject moderation for the assessed pieces of work in KS3.
* To help analyse and interpret relevant national, local and inspection data to identify realistic and challenging targets for improvement, in liaison with the School’s Assessment Co-ordinator.
* To assist with the department’s quality assurance practice including monitoring and evaluation processes as part of a whole school approach.
* To help promote effective curriculum links with primary partners.
* To help maintain and develop the school’s inclusion ethos, as well as equal opportunities within Lister to ensure that these are integral to all aspects of school life.
* To attend meetings on a regular ‘cycle’ as agreed within the school calendar and to attend parents’ evenings and other occasions as the Headteacher may reasonably require from time to time.

**Teaching and Learning:**

* To secure high standards of learning and teaching in the curriculum area/subject which challenge all students and raise standards.
* To ensure that students experience a full range of learning styles within the curriculum area, with a clear focus on ‘learning to learn’.
* To implement monitoring and self-review procedures in accordance with school policy and use these outcomes to guide further improvement and inform future planning and targets.
* To draw up schemes of learning in consultation with the Subject Leader, and taking account of the requirements of the national curriculum.
* To work in a consultative manner with staff ensuring schemes of learning are understood and implemented.
* To ensure the effective development of students’ literacy, numeracy and digital literacy skills through all curriculum areas/subjects.
* To ensure curriculum coverage, continuity and progression in the curriculum area/subject for all students.
* To provide guidance for the team as appropriate on assessment methods and resources.
* To ensure that course information is shared with students and they know what is expected of them and how to improve.
* To help establish and implement clear policies and practices for assessing, recording and reporting on student achievement, including the setting of targets.
* To ensure that teachers plan, prepare and evaluate lessons, planning with relevant support staff on a regular basis in line with school policy.
* To liaise with other schools and agencies and promote the understanding and support of parents.
* To work with the relevant people to maintain and develop strategies for teaching EAL students, and students with special needs.
* To ensure that teachers of the subject know how to promote good equal opportunities practice which recognises and deals with racial, gender, sexuality and disability stereotyping.
* To develop effective links with the local community, including business and industry and relevant agencies, in order to extend the curriculum and enhance teaching and learning.
* To develop an extra curricular enrichment programme in liaison with the Subject Leader.
* To manage exams in the subject in liaison with the examination co-ordinator.
* To ensure that high quality and effective homework is set regularly in line with the department and school homework policy.

**Leading and managing staff:**

* To lead by example and establish clear expectations and constructive working relationships through teamwork/mutual support and collaboration of colleagues; delegating responsibilities as appropriate and holding them accountable.
* To help develop a curriculum area/subject leadership team that demonstrates effective distributed leadership.
* To demonstrate commitment to your own continuing professional development and that of all the staff within the whole school framework, including keeping abreast of national developments on the subject and student learning.
* To sustain your own motivation as a leader/manager and, where possible, that of other staff involved in the curriculum area.
* To assist with the behaviour management of students and ensure that clear department procedures operate in line with whole school policy in terms of rewards and sanctions.
* To ensure that department staff clearly practice a ‘duty of care’ towards students and contribute actively towards students’ welfare and their personal and social development through the outcomes of Every Child Matters.

**Efficient and effective deployment of staff and resources:**

* To develop effective management information systems including the analysis and evaluation of performance data for KS3.
* To maintain existing resources and keep an up-to-date inventory of the department’s hardware.
* To investigate, purchase and allocate suitable resources in consultation with the rest of the department.
* To ensure effective and efficient management, storage and use of resources.
* To ensure that this is a safe working and learning environment in which risks are properly assessed and in which clear procedures are adhered to.
* To ensure that professional duties are fulfilled as specified in the conditions of service.
* To take responsibility for the overall working environment, including displays.

**Other specific duties:**

* To support the school in meeting its legal requirements for worship.
* To promote actively the school’s corporate policies.
* To continue personal development as agreed.
* To actively engage in the staff review and development process.