RAYNES
PARK HIGH SCHOOL

Head of Department – Computer Science – Job Description
TLR 2b

Salary: The post carries a TLR 2b allowance of £4,362 in addition to the post holder's substantive salary

Responsible to: Member of SLT
Line Management: To line manage departmental staff as designated. In addition the post holder is responsible for the performance of all subject-specific staff when they are teaching within that subject area

Job content
Strategic Purpose:
The head of department will play a major role, under the direction of the leadership team, in establishing the aims and objectives of the faculty to reflect the overall aims and objectives of the school and in implementing appropriate policies and procedures to ensure the achievement of these objectives. S/he shall lead the staff appraisal arrangements within her/his department/faculty and set challenging targets to ensure that staff are motivated to deliver education to the highest possible standard in accordance with the objectives included within the school's development plan.

Core responsibilities

- S/he shall have overall responsibility for all teaching and learning within the department.
- S/he shall ensure, through the effective operation of assessment, recording and reporting systems that all pupils within the department meet agreed targets, both individually and across the department, and shall ensure that schemes of work include provision for personalised learning.
- S/he shall ensure that all members of the department are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the department is adequately resourced to fulfil its function within the school.
- S/he shall keep abreast of national strategy and developments impacting on her/his subject area/s and ensure information is communicated to the department/faculty and whole-school staff, and the department is responsive to such developments.
- S/he shall contribute to curriculum development and timetabling as required.
- S/he shall oversee the preparation of schemes of work and lead, develop and enhance the teaching of other teachers within the department.
- S/he shall work within the school's professional development programme to ensure that s/he and the members of the department keep their knowledge and expertise up to-date.
- S/he shall play a key role in the appointment of staff within the department, and shall put in place arrangements for the mentoring of newly qualified and trainee teachers within her/his subject area/s as required.
- S/he shall represent the interests of the department within the wider management of the school, and participate in any collaborative arrangements with other schools which may benefit the development of the department.
- S/he shall agree appropriate professional targets annually with the appropriate senior leader, who will monitor and review her/his performance in accordance with the school's appraisal policy.
- S/he shall manage the department budgets and ensure value for money in resourcing the department.
- S/he shall contribute as appropriate to whole-school initiatives such as induction days and shall encourage extra-curricular activities and educational visits within the school guidelines.
- S/he shall be responsible for all aspects of health and safety within her/his department
- S/he shall act as the school's e-safety co-ordinator
- S/he shall attend heads of department meetings and run department meetings.

- In addition to the TLR responsibilities s/he shall perform the duties of a main scale or upper pay range teacher as appropriate