HATCH END HIGH SCHOOL

HEAD OF COMPUTER SCIENCE DEPARTMENT

MPS/UPS (Outer London) plus relevant TLR2 (£2,640 - £6,450) dependent on experience

JOB DESCRIPTION

At the heart of departmental leadership is the provision of professional leadership to secure high quality teaching and learning, effective use of resources, improving standards of achievement for all students, and the promotion of students' personal development and well-being. A Head of Department must provide leadership and direction for the department and ensure that it is managed and organised to meet school and subject aims and objectives. A Head of Department plays a key role in supporting, guiding and motivating teachers in all departments. **Heads of Department evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for students and staff in order to inform future priorities for the department. The policy and practice of monitoring within the department provides the information for evaluation and action.** A Head of Department identifies needs in their own subject areas and recognises that these needs must be considered in relation to the overall needs of the school. It is also important that a Head of Department has an understanding of how their department contributes to school priorities and to the overall education and achievement of all students.

Throughout their work a Head of Department ensures that practices improve the quality of education provided, meet the needs and aspirations of all students and help to continue to raise standards of achievement in the school.

JOB PURPOSE

To lead, manage, develop, and be accountable for the delivery of the curriculum at Key Stages 3, 4, & 5 in Computer Science, within the wider Mathematics Faculty in order to ensure the highest possible standards of pupil achievement, personal development and well-being.

REPORTING

The post holder will report to the specified Senior Leadership Team member in charge of Mathematics.

RESPONSIBLE FOR

The post holder will be responsible for the teachers involved in the delivery of Computer Science.

WORKING TIME AND CONDITIONS

These will be as specified in the latest School Teachers Pay and Conditions Document. Attendance at school functions beyond the working day.

DIMENSIONS

The post holder will be responsible for the following, with reference to the national framework for middle leaders:

- The strategic direction and development of the subject.
- Teaching and learning.
- Leading and managing staff.
- Pupil progress and standards of achievement.
- The efficient and effective deployment of staff and resources.

ACCOUNTABILITIES

The strategic direction and development of the subject

- To contribute significantly to an annual subject development plan, which contributes to the achievement of the School Improvement Plan, and which involves all the subject staff in its design and evaluation.
- To set expectations and goals for colleagues and pupils in relation to standards of achievement and behaviour.
- To represent the department in the wider school community and liaise with the rest of the school, governors, partner schools, the Local Authority, further and higher education, industry, outside agencies, examination boards etc.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To develop current systems with regard to health and safety, risk assessments, collection and storage of valuables and other key procedural requirements.

Teaching and learning

- To contribute significantly to the leading of the development and implementation of effective teaching and learning strategies, including ICT-based developments and new technologies.
- To contribute significantly to leading the development and implementation of effective departmental assessment policies, within the framework of those for the whole school.
- To promote and support extra-curricular activities, which enrich and support the learning and experience of all pupils, and increases their participation in school life.
- To ensure homework is set in line with school policy, recorded on Show My Homework.

Leading and managing staff

- To support/challenge and professionally develop staff so that they are effective in their role(s) and provide high quality teaching and learning; the above to include participating in and leading the school's programmes of staff training and development.
- To ensure that Performance Appraisal is carried out according to school and national regulations and that staff receive regular feedback, which supports progress against their Performance Appraisal objectives.

Pupil progress and standards of achievement

- Within the framework of whole-school policies, to set and monitor appropriately challenging subject targets for pupils, which will make a measurable contribution to the fulfilment of those for the whole school; to manage interventions to maximise pupil progress.
- To maximise achievement by ensuring that examination entries are at an appropriate tier and non-entries are minimised; to assist with the management and conduct of examinations.
- To ensure effective communication with parents/carers, so they are kept up-to-date with curriculum developments and their children's progress.
- Writing reports on pupils and attending meetings with parents.
- To track different groups of students' progress and put in a clear intervention plan where gaps exist.

The efficient and effective deployment of staff and resources

- To manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- To provide a stimulating environment, including maintaining the content of displays that promote interest and learning.

Other Specific Duties

- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other duty as specified by the School Teachers Pay and Conditions Document not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

September 2017

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PERSON SPECIFICATION

Post: **Head of Department**
Pay Spine: **Main Scale plus relevant TLR**
Date: **September 2017**
Responsible to: **Specified Senior Leadership Team member in charge of Mathematics**

1. QUALIFICATIONS AND TRAINING

- University graduate
- Postgraduate teaching qualification/QTS
- Evidence of continuing professional development

2. TEACHING and PASTORAL EXPERIENCE

- At least 1 years successful teaching experience, in an urban or challenging comprehensive environment.
- Experience or confidence in mentoring / supporting trainee teachers.
- Experience or interest leading to Key Stage 5.
- Teaching experience in at least two Key Stages and definitely Key Stage 5.
- Evidence of consistently good and outstanding teaching and learning.
- Evidence of cascading outstanding teaching and learning practices in school or a range of schools.
- Evidence of excellent classroom management skills.
- Outstanding knowledge of Assessment Practice in the context of the National Agenda and where appropriate best worldwide practice.
- Excellent subject knowledge.
- Good knowledge of current curriculum development in your subject area.
- A good understanding of the principles of Assessment for Learning.
- The ability to differentiate to provide appropriate challenges for all learners.
- Evidence of using data to inform planning and put in place successful intervention strategies to raise achievement.
- Evidence of pastoral experience, including taking responsibility for a form group.
- An interest in the wider curriculum.

3. LEADERSHIP AND MANAGEMENT

- The ability to inspire, enthuse, develop and support colleagues.
- The ability to evaluate and improve standards of teaching and learning within a department.
- Experience of conducting Performance Management and desire to develop other colleagues.

4. PERSONAL QUALITIES

- A willingness to learn and develop new skills
- A willingness and flexibility to work outside normal school hours.
- The ambition to continue to progress in your career.
- A desire to make difference to the lives of young people .
- An excellent attendance record.

- Resilience and a sense of humour.

5. EQUAL OPPORTUNITIES AND EDUCATIONAL COMMITMENT

- A proven commitment to inclusion.
- A proven commitment to curriculum access and opportunity.
- A proven commitment to comprehensive education.
- A proven commitment to professional development.
- Support for the school's specialist status.
- Support the school unreservedly in its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

September 2017