

**Job Description**

**Job Title:** Head of Computer Science, Business & Technologies

**Role accountable to:** Assistant Headteacher

**Salary Scale:** L5-7

**Please note:** The Faculty is made up of the following areas:

* Computer Science
* Business Studies
* Financial Management
* Enterprise
* Technology
* Music

**Main Purpose of the job:**

**The Head of Computer Science, Business & Technologies** will hold overall responsibility for the teaching, learning and assessment of student outcomes and overall student learning experiences within the faculty at The Oldham Academy North. This role will be student-focused and will ensure the high standards and expectations for both students and staff at all times. This role will have whole school impact regarding our use of technology to assist teaching and learning.

**The Head of Computer Science, Business & Technologies** will ensure that no student is ‘left behind’ and that all students, including the most vulnerable, are engaged, taking part in learning and demonstrate impeccable behaviour and the Academy values whilst in the subject area and beyond. The role will be pivotal in ensuring the students attending The Oldham Academy North have the best opportunities in a changing digital world. In order to achieve this, the post holder will need to ensure that barriers to learning are eradicated, as far as possible, allowing them to achieve the very best outcomes. This important role must ensure all students are prepared for the future world of work as well as nurture life-long enjoyment of these subjects.

*Candidates should note that extended leadership opportunities are available within the Academy*

**Key responsibilities:**

* Demonstrate passion and enthusiasm for the specialisms and ensure that The Oldham Academy North’s vision and core values are demonstrated at all times.
* Be a key member of the Middle Leadership Team supporting SLT with the strategic leadership of the Academy.
* Ensure outstanding educational outcomes within all subjects at GCSE level and provide a laser-focused transition from primary phase learning.
* In partnership with the SLT link, establish the overall aims and objectives for the faculty of Computer Science, Business & Technologies, setting high professional expectations and standards, and ensuring stretching educational targets.
* Effectively manage the team of staff within the faculty of Computer Science, Business & Technologies to ensure that objectives and outcomes are achieved.
* Actively promote and demonstrate creativity, innovation and the use of new technologies to achieve excellence in all aspects of curriculum development, delivery and pedagogy.
* Drive whole school extra-curricular participation and engagement in the E-ACT passport.
* Ensure the SEF and FDP are robust and kept up to date in relation to your leadership area.

*Computer Science, Business & Technologies are key drivers within our Academy culture - this role will be key to drive this to the next level.*

**Setting and Achieving High Expectations:**

* Ensure a consistent focus on student outcomes within faculty areas.
* Promote a culture of reflective and personalised learning where all students are empowered to take responsibility for their own learning and achievement.
* Develop and embed strategies, which ensure high expectations of technology used by students and staff to assist in the teaching and learning experience and boost outcomes.
* Ensure the curriculum is fit for purpose and is embedded across the whole faculty and wider Academy, where possible. The curriculum must remain up-to-date with current legislation.
* Ensure ALL subjects’ outcomes at GCSE Level are at or above national averages.

**Operational Management:**

* Ensure standards of support across these areas are effective and in-line with current safeguarding regulations.
* Set high expectations for staff and students.
* Support and/or represent the Academy at meetings, as and when required.
* Monitor appropriate targets for student outcomes and lead the team to deliver them.
* Ensure staff are recruited, trained and developed to ensure high standards are consistently met.
* Report to the Trust, Headteacher and SLT on progress towards agreed targets.

**People and Resource Management**:

* Line manage the relevant colleagues involved in delivering for these key areas.
* Create a TEAM culture bringing all subject areas together.
* Ensure that faculty assessments are accurate and regularly moderated and standardised with other providers of the same courses.
* Provide effective leadership of staff such that they have clear direction and understand the importance of their contribution to the Academy and its students and are held to account for their actions.
* Take the lead on all staff matters within the Computer Science, Business & Technologies faculty ensuring capacity and staffing levels are to the required level.
* Ensure staff are developed, performance is managed appropriately and high quality new appointments are made when necessary.
* Manage available resources of space, staff, budget and equipment for the Faculty of Computer Science, Business & Technologies.
* Distribute leadership and accountability as appropriate to achieving outcomes.
* Monitor and manage appropriately the actual spend against budget in all budgets related to the role.
* Manage an efficient administrative system.

**Building Partnerships and External Facing**:

* Develop strong and effective partnerships with other schools, businesses and organisations to further any strategies and initiatives within the Academy.
* Develop and grow strong and effective relationships with all external agencies involved with students within the Academy.
* Develop strong links with local authorities and our Multi-Academy Trust to ensure opportunities for our students are at the highest level.
* Contribute to the marketing activities of the Academy - use of social media and website.
* To maintain good relationships with individuals, groups and staff unions and associations if appropriate.

***“The school’s work to promote pupils’ personal development and welfare is outstanding”***

OFSTED: May 2016

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**Personal Specification**

**Qualifications**

**From**

 **Desirable**

**Essential**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualified teacher status or recognised equivalent | **✓** |  | A,I |
| Degree in related subject specialism | **✓** |  | A,I |
| Evidence of continuous professional development  | **✓** |  | A,I |
| Additional, relevant training and qualifications in Safeguarding training | **✓** |  | A,I |
|  Hold a middle leadership qualification |  | **✓** | A,I |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|   Ability to Teach ‘outstanding’ Lessons | **✓** |  | A,I |
| Proven success in improving student outcomes within a school | **✓** |  | A,I |
| Experience of managing teams, supporting and challenging at all times | **✓** |  | A,I |
| Teaching experience with the age range | **✓** |  | A,I |
| Proven successful Mentoring/Coaching and leading colleagues at this level | **✓** |  | A,I |
| Proven, successful leadership within a similar setting | **✓** |  | A,I |
| Experience of implementing systems to support attendance improvement | **✓** |  | A,I |
| Ability to use/analyse assessment data systems to raise standards | **✓** |  | A,I |

**Knowledge and skills**

|  |  |  |  |
| --- | --- | --- | --- |
| Show knowledge of current education legislation, Ofsted framework, best practice, national trends and innovation | **✓** |  | A, I |
| A thorough understanding of the benefits and implications of a specialist curriculum | **✓** |  | A, I |
| Ability to efficiently and effectively manage administrative work | **✓** |  | A, I |
| Ability to develop a number of curriculum areas and understand and lead on assessment | **✓** |  | A, I |
| Ability to support staff and students in maintaining high standards | **✓** |  | A,I |
| Ability to form good working relationships with all staff | **✓** |  | A,I |
| Ability to create a stimulating and safe learning environment | **✓** |  | A,I |
| Ability to lead a team of staff to ensure the right outcomes for students are achieved | **✓** |  | A,I |
| Ability to establish and maintain a purposeful working atmosphere | **✓** |  | A,I |
| Ability to plan, prepare and deliver a curriculum relevant to the age and ability of the groups taught | **✓** |  | A,I |
| Ability to assess and record the progress of students’ learning | **✓** |  | A,I |
| Demonstrate a commitment to equal opportunities | **✓** |  | A,I |
| Ability to teach using a wide variety of strategies to maximise student progress and learning | **✓** |  | A,I |
| Able to encourage children in developing self-esteem and respect for others | **✓** |  | A,I |
| Ability to successfully deploy a wide range of effective behaviour management strategies | **✓** |  | A,I |
| Ability to communicate to a range of audiences using a variety of techniques | **✓** |  | A,I |
| Knowledge of and/or ability to use technology to support student learning | **✓** |  | A,I |

**Commitment - demonstrate commitment to...**

|  |  |  |  |
| --- | --- | --- | --- |
| Excellence at all levels and a determination to succeed | **✓** |  | A,I |
| Achieving the highest standards of teaching and learning for all students | **✓** |  | A,I |
| Motivate others and adopt a positive approach to education | **✓** |  | A,I |
| Equality of opportunity for staff, students and all members of the school and wider community | **✓** |  | A,I |
| Promoting The Oldham Academy North’s vision and ethos | **✓** |  | A,I |
| Establishing a high quality, stimulating learning environment | **✓** |  | A,I |
| Ongoing relevant professional self-development | **✓** |  | A,I |
| Safeguarding and child protection | **✓** |  | A,I |

**Key**

A Evidence from application form and personal statement

I Evidence from a face-to-face interview