**Job Description:** Second in Charge of Computer Science

**Responsible to:** Head of Computer Science

**Duties**

**Teaching**

1. To carry out general teaching duties as specified in the Teachers’ Pay and Conditions Document and Villiers High School generic job description for teachers.
2. To contribute to the tutorial programme and programme of extra-curricular activities.
3. Contribute to the management of the behaviour of students within the Computer Science faculty.

**Leadership**

To work with the Head of Computer Science to:

1. Motivate, challenge and inspire staff across the school to teach good or outstanding lessons in Computer Science.
2. Provide a role-model of teaching for staff and students across the school.
3. Support teachers in the preparation of classroom displays and resources that support the development of students.
4. Support teachers to plan and mark pupils’ work that supports the development of GCSE Computer Science Language and Literature skills.
5. Coach teachers to plan and deliver good or outstanding lessons.
6. Develop, support and monitor intervention strategies for students.

**Management**

To work with the Computer Science Curriculum Leader to:

1. Regularly observe and monitor the teaching of Computer Science.
2. Manage the maintenance and up-dating of the Schemes of Learning.
3. Conduct learning walks and book scrutinies of lessons and feedback to staff about areas of good practice and development.
4. Collect, collate and respond to assessment data.

**Performance Management**

To work with the Computer Science Curriculum Leader to:

1. Train and support teachers to deliver good to outstanding lessons.
2. Ensure high standards by leading the moderation of pupils’ work.
3. Support staff in the development of differentiated resources for teaching Computer Science.
4. Work with staff to set challenging objectives for their own continuous professional development linked to school objectives and needs arising from lesson observations.

**Knowledge/Skills/Expertise**

To work with the Head of Computer Science to:

1. Have up-to-date subject knowledge, and knowledge of pedagogy, behaviour management and research findings.
2. Have up-to-date knowledge of local and national initiatives and opportunities for the teaching of Computer Science.
3. Have good:
* Analytical skills
* Planning skills
* ICT skills
* Coaching skills
* Communication skills
* Organisational skills
* Team-working capability
* Motivational skills
* Delegation skills
1. Be engaged in your own relevant continuous professional development activity.

**The school is committed to safeguarding children and expects all staff and volunteers to share this commitment. The school follows safer recruitment practices to protect children and vulnerable adults. The successful applicant will be subject to an Enhanced DBS check.**