

QUEENS PARK COMMUNITY SCHOOL

JOB TITLE: Subject Leader, Head of Computing
SALARY: MPS + TLR 2E on the Inner London Pay Scale

Purpose of Post:

- Lead, manage and develop Computing across the school
- Have an impact on the progress of all students within your area of responsibility.
- Develop and enhance the teaching and learning within the faculty.
- Support members of the department, under the direction of the Line manager

General Responsibilities and Duties (in conjunction with those outlined for a subject teacher.)

Promoting Student Progress

- Use performance data to understand student progress
- Support progress through implementing school policies and procedures including the code of conduct
- Make use of systems to identify students who require specific intervention in your area of responsibility such as high attainers or underachievers and respond to their needs.

Management of resources

- Responsibility for the oversight of resources relating to your area of responsibility,
- Use the resources of your area of responsibility to maintain a high profile both within the faculty and in the school as a whole

Monitoring of teaching and learning to promote best practice

- Ensure that schemes of work for your area of responsibility meet the needs of all students, are shared with colleagues and reviewed and evaluated regularly.
- Monitor the teaching of your area of responsibility to ensure that good practice is shared.
- Routinely monitor the assessment of students' work in line with Examination Board requirements and school policies.
- Use observations, subject reviews and other evidence to address weaknesses and set targets for improvement.

Accountability to Line Manager, Headteacher and Governing Body

- Prepare for and meet regularly with the line manager
- Analyse and evaluate results for the purpose of informing development planning
- Contribute towards an annual development plan which takes into account both school and subject priorities, and which is reviewed regularly
- Participate in the performance management process and act upon its outcomes as appropriate
- Provide information for the SEF, and other whole school documents
- Represent the subject on working groups when required, in liaison with the line manager

Maintaining a supportive working environment

- Serve as a model to other colleagues.
- Support and guide other colleagues, acting as a coach where appropriate

Promoting the ethos of the school

- Have a vision of the contribution of your area of responsibility to the ethos of the school, which is referred to regularly and used to guide future developments
- Share the work of the faculty with parents colleagues and other stakeholders
- Work with your team to ensure that professional standards are upheld

Additional Responsibilities Specific to this post

- Ensure ICT rooms are well maintained and any damage/vandalism is instantly followed up
- Liaise with ICT support team to have suitable resources for teaching and learning