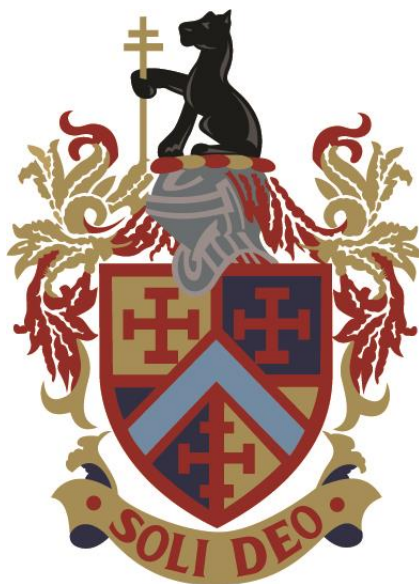


BISHOP ULLATHORNE CATHOLIC SCHOOL



**Subject Leader of Computing and
ICT**

January 2018

CONTENTS

- **Information about our school**
- **Information about our Computing and ICT Department**
- **Job Description**



Information about our school

Bishop Ullathorne Catholic School is a voluntary-aided school situated in a very pleasant residential area about three miles south of the centre of Coventry, adjacent to the Coventry – Kenilworth Road (A429). In January 2016, Ofsted judged that our school continues to be good and the Diocese Inspection Report in February 2016 said that our school was outstanding.

Here at Bishop Ullathorne School, our vision of Catholic education is of educating the whole person to the fullness of life. Our school vision embodies inclusivity but goes further in identifying three key themes that crystallise this: our sense of calling to be someone special, living life to the full and love and service.



We are a truly comprehensive school that serves a very wide area of Coventry, including the most advantaged and disadvantaged wards in the city. Our 961 students are drawn mainly from six parishes and partner primary schools. 90% of all students rely on the school buses, therefore, our students are a very heterogeneous community; whose needs, aspirations and life experiences reflect the diversity of the city we serve. We work closely with our six partner primary schools in our cluster partnership.



At KS4, the large majority of key measures over the past three years show at least good progress and the majority show outstanding progress. There is no progress below national averages for any student group. At KS5 success rates, retention rates and achievement rates exceed national. Our school is consistently placed in the top 3 in the city in all performance measures.





Computer Science and ICT Department

Facilities

Students enjoy the benefits of seven dedicated, well-appointed ICT rooms, plus a Sixth Form ICT study area. All ICT rooms have interactive whiteboard capability, excellent broadband connection and AB tutor control software. The Department has good interactive hardware and a range of software resources. It also has a number of Apple Macs for media and graphic work.

Throughout the school, linked to departments, there are satellite clusters of PCs or laptop banks. All resources are supported and overseen by two ICT Technicians who work across the curriculum. The ICT Department has their own ICT Technician and three dedicated ICT suites.

We use Office 365 as our communication software system which deals with email communication throughout the school community, access to learning materials, social media and report writing.

Curriculum

In the light of the curriculum review, we have redesigned our KS3 curriculum to embrace computing which develops a firm foundation for GCSE and Computer Science. In KS4, we deliver GCSE Computer Science and GCSE IT.

Years 7 - 9

Students study Computing as a discrete subject in Years 7, 8 and 9. In Years 7 and 8 students learn the programming behind the software. They learn how to write python code, how to make computer games using Scratch and binary coding. The new computing curriculum for Key Stage 3 will follow the national curriculum to suit the needs of our students

In Year 9 students can opt to study Computer Science in greater depth, with an increased timetable allocation. Students use spread sheet modelling, databases and programming and investigate a varied computing curriculum using many software packages.

There is a very warm atmosphere within the department, which makes it a very welcoming area for both students and staff to enter.

Key Stage 4

In Year 10, the students can opt to study GCSE Computer Science. All courses are designed to support progression to A Level or BTEC Level 3.



JOB PROFILE: **Subject Leader of Computing and ICT**

JOB PURPOSE:

- Provide leadership and management of the subject in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all pupils.
- To play a full part in the life of the school community, to support our distinctive mission and ethos and to encourage and ensure staff and pupils follow this example.

RESPONSIBLE TO: SLT Line Manager

Strategic Planning and Direction:

- To demonstrate an ambitious vision for the department and high expectations.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the school.
- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of pupils within the subject area, SIP, DIP and the aims and objectives of the school.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement school policies and procedures.
- To ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To ensure the Health and Safety policies and practices, including Risk Assessments throughout the Department, are in line with national requirements and are updated where necessary.

Curriculum Provision:

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school Improvement Plan/School Evaluation.

Curriculum Development:

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of the subjects are in line with national developments.

Staffing:

- To work with the SLT I/C Teaching and Learning and Professional Development to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department's technicians/support staff.
- To make appropriate arrangements for classes when staff are absent by liaising with the Cover Supervisor/relevant staff to secure appropriate cover work within the department.
- To participate in the interview process for teaching posts, when required, and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the ICT department and act as a positive role model.

Quality Assurance:

- To ensure the effective operation of quality assurance systems: book scrutiny, monitoring reports, monitoring exam coursework, etc.
- To monitor and evaluate the curriculum area/department in line with agreed school procedures.
- To implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department.
- To contribute to the school procedures for lesson observation.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department.
- To analyse and evaluate performance data.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- To provide the Governing Body, if required, with relevant information relating to the Departmental performance and development.

Communication:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Department's views and interests.

Marketing and Liaisons:

- To contribute to the school liaison and marketing activities.
- To lead the development of effective subject links with partner schools and the community.
- To effectively promote the subjects at Open Days/Evenings and other events.

Management Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with staff members I/C Timetable in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To ensure the Behaviour Management System is implemented in the department so that effective learning can take place.