



Job Description

Post title	Head of Computing and IT (maternity cover)
Academy	Haberdashers' Aske's Hatcham College
Grade	MPS/UPS + ILW + TLR 2b
Responsible to	Vice Principal

Summary of the overall purpose of the job

The Computing and IT department is a successful and vibrant curriculum area, offering Computing and IT to GCSE and A Level. It is a popular subject at GCSE. The Head of Computing and IT will contribute to the overall leadership and management of the College and be active in promoting its aims, and supporting an ethos that promotes achievement and outstanding teaching and learning. We are seeking an excellent innovative practitioner who is committed to promoting the achievement and enjoyment of all learners, and to the on-going professional development of colleagues in the department.

Key responsibilities and objectives of the job

- To be a model of high professional standards in all aspects of College life and to lead by example;
- To provide a vision for learning within the department in line with that of the whole College and lead the departmental team to realise that vision;
- To implement the subject area improvement plan based upon on-going self-evaluation;
- To further develop the new secondary Computing curriculum in line with national changes and revised qualifications;
- To promote the study of Computing and IT;
- To provide strategic leadership in further developing and implementing numeracy within the Computing curriculum;
- To establish creative, responsive and effective approaches to learning and teaching to meet and support the aims of the College;
- To demonstrate and articulate consistently high expectations of pedagogy and classroom practice to provide challenge and improvement, using data and benchmarks to monitor progress in every pupil's learning and to focus teaching;
- To monitor the quality of teaching based on evidence, self-evaluation and development, ensuring a consistent and continuous focus on achievement and aspiration;
- To ensure that support is provided for individual teachers within your team where this is needed so all lessons are consistently good or better;
- To ensure the implementation of the College's assessment procedures, ensuring all pupils have timely and appropriate feedback and targets so that they make at least expected progress, and the majority are successfully challenged to make better than expected

progress;

- To lead the development of schemes of work to support colleagues in delivering high-quality lessons;
- To devise and implement appropriate interventions for pupils both within the lesson and extracurricular to ensure all pupils make good progress;
- To share in monitoring, reviewing and developing the College curriculum offer to maintain an appropriate, comprehensive, high-quality and cost-effective curriculum that complements the College's strategic objectives;
- To develop and lead relevant curriculum enrichment activities and visits;
- To implement College monitoring procedures and ensure adherence to those within your curriculum area;
- To produce reports as required within the College self-evaluation systems;
- To manage the departmental budget and development of resources
- To take responsibility for your own professional development in discussion with your line manager;
- To ensure that parents and students are well informed about student attainment and progress;
- To maintain an organised and effective learning environment in the classroom and shared areas;
- To ensure the consistent implementation of College policies and procedures throughout the subject area;
- To work collaboratively with the other academies and colleagues within the Haberdashers' Aske's Federation.

General responsibilities and objectives

- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To promote the College's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the College framework with regard to Health and Safety
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies.

The job description will be subject to reasonable review

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: 06/04/17

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED	
			AP	Application
			AS	Assessment
			I	Interview
			P	Presentation
			R	References
Education/qualification and training				
Will hold a good honours degree in a relevant discipline	✓		AP,I, R, AS	
Experience				
Will have experience of holding a position of responsibility		✓	AP,I, R	
Will be an outstanding classroom practitioner with an excellent track record of progress and results	✓		AP,I, R	
Will be able to demonstrate a passion and enthusiasm for Computing and IT, with the ability to transmit this to students	✓		AP,I, R	
Will have in depth knowledge of the National Curriculum at all Key Stages	✓		AP,I, R	
Will have the ability and knowledge to teach A Level	✓		AP,AS,I,R	
Personal characteristics/other requirements				
Is committed to personalised learning	✓		AP,I,R	
Will demonstrate high level communication and literacy skills	✓		AP, AS,I, R	
Is able to communicate with the whole spectrum of staff and governors in a diplomatic and, when appropriate, jargon free manner	✓		AP,I, R	
Is a 'can do' person who works positively and collaboratively	✓		AP, I, R	
Will be able to demonstrate professionalism of the highest order	✓		AS,I,R	
Will demonstrate the ability to lead and work within teams	✓		AP,AS,I, R	
Is committed to introducing a range of innovative and forward thinking strategies to ensure students' progress at all levels		✓	AS,I,R	
Is committed to working with others to improve the literacy and numeracy levels of all students within an all-through College	✓		AS,I,R	