**Head of Department**

**Job Description**

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| **Responsibility Point** | 1A | **Specific Responsibilities** | Head of Computing and ICT |

***All responsibilities are in addition to that of main scale***

**The role of head of Department**

*Heads of department are responsible to their line managers in the senior management team and to the headteacher for carrying out their duties.*

*Their role is key in overseeing the teaching and learning of all students within their subject or curriculum area.*

*The responsibilities of the post include the pursuit of whole school objectives and tasks common to all heads of department including accountability for leading, managing and developing a subject or curriculum area.*

*The HOD is expected to have up to date knowledge of new specifications and courses.*

**Purpose**

* To raise standards of student achievement within their subject of curriculum area.
* To be accountable for student progress within their subject or curriculum area.
* To develop and enhance the teaching of others within their department.
* To ensure the provision of a broad, balanced, differentiated and relevant curriculum in accordance with the aims of the school and school policies.
* To effectively manage and deploy the staffing, financial and physical resources of the department or subject area.

**Main Duties**

1. To be focused on teaching and learning
2. To exercise their professional skills and judgements
3. **To lead, manage and develop a subject or curriculum area**

* Identify and implement relevant school improvement issues
* Define and agree appropriate improvement targets
* Lead curriculum developments in their subject or curriculum area including appropriate syllabuses, schemes of work, marking and assessment policies and teaching and learning strategies.
* Evaluate the impact of all improvement activities on the quality of teaching and learning.
* Provide the headteacher or line manager with relevant year subject performance information
* To ensure students have opportunities to participate in extra-curricular activities.

1. **To have an impact on the educational progress of students beyond those assigned to them**

* Identify appropriate attainment and/or achievement targets
* Monitor student standards and achievement against annual targets
* Monitor planning, curriculum coverage and learning outcomes
* Monitor standards of student behaviour and application
* Lead evaluation strategies to contribute to overall school self-evaluation
* Plan and implement strategies to improve teaching where needs are identified
* Induct, support and monitor new staff
* Act as a performance management team leader for identified teachers
* To make appropriate arrangements for classes when staff are absent
* Attend LEA support meetings
* Take part in the middle managers meetings programme within the school
* Perform any other duties necessary to fulfil the role as directed by the headteacher

1. **Line management responsibility**

* Ensure all members of the department are familiar with its aims and objectives
* Ensure performance management arrangements are effectively discharged
* Monitor the effectiveness and impact of performance management arrangements within a department
* Monitor and evaluate the contribution and impact of other staff to school improvements across the department
* Provide quality assurance monitoring and intervention as agreed
* Identify staff development needs and co-ordinate these with those responsible for CPD within the school
* Plan the deployment of staff expertise to achieve school improvement objectives
* Take initial responsibility for the pastoral care and welfare of a significant number of people
* To participate in the recruitment process of staff within the department including non-teaching staff where appropriate

1. **Subject Specific**

* Keep up to date with social media and its use and impact on young people
* Liaise with the network manager in all matters relating to computing resources
* Ensure all computer technology in the school is used appropriately by students by regular monitoring
* Under safeguarding, alert the safeguarding officer if there are any concerns identified in regards to a student’s use of ICT resources.