DRAYTON MANOR HIGH SCHOOL

www.draytonmanorhighschool.co.uk

DEPUTY HEAD OF COMPUTING
Band A (£28,660) - Band C (£47,298) plus Management Allowance 1 £2,667

We require a committed colleague with a real interest in the provision of quality and imaginative teaching of Computing to join an experienced and supportive Faculty of Enterprise.

The successful candidate will support the Head of Computing in leading the development and coordination of the Department and teach Computing across the age and ability range including A Level.

Drayton Manor is a heavily oversubscribed and successful school. Student achievement is high with a value added score at A Level placing us in the top 10% of schools nationally and 48% of GCSE students achieving the English Baccalaureate. We are very proud of our ethos.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For further information and an application pack, please visit the Job Vacancy section of the school's website. For any other queries, please contact the school's Human Resources Department on 020 8357 5604.

The closing date is 12.00 noon, Tuesday 24 April 2018

No agencies, faxes or CVs.

JOB DESCRIPTION

JOB TITLE Deputy Head of Computing

FACULTY Enterprise

RESPONSIBLE TO Head of Computing

JOB PURPOSE To assist the Head of Computing in the leadership, management and co-ordination of the work within the Faculty. To deputise for the Head of Department as necessary.

To support the Head of Computing in co-ordination of the Computing curriculum by aiming for conditions in which teachers can operate at their optimum effectiveness so that all pupils achieve their full potential.

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

KEY TASKS

Deputy Head of Computing

- To assist the Head of Department in managing development planning, the curriculum, the learning environment, assessment recording and reporting, resources and staff development.

- To represent their area through the school's consultative structure, within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools etc.

- To promote and support the use of ICT and Computing in other areas of the curriculum.

- To review with colleagues Faculty/Department schemes of work with the aim of further improving the use of ICT and Computing.

- To liaise closely with the Faculty ICT representatives and Heads of Departments to ensure the development and implementation of ICT in their subject areas.

- To co-ordinate the use of interactive learning materials and to bring them to the attention of staff and students (Sam Learning etc).

- To help co-ordinate the delivery of appropriate e-safety resources across the school.

- To help identify key ICT training needs for staff and to contribute to the facilitation of its delivery.

- To help to promote ICT activities throughout the school and liaise with staff and appropriate outside agencies.

- To promote a purposeful, disciplined and thriving learning environment which aims to raise pupil expectations and self-esteem.

- To support the work of any post holders with responsibilities.

- To consult fully with the Head of Department.

- To undertake roles and responsibilities to help promote a purposeful, disciplined and thriving learning environment within the Department and Faculty.

- To facilitate and provide support on Faculty and Department Self Review and evaluation.

- To oversee the development of a dynamic, quality Scheme of Work, for the designated Key Stage which underpins the needs of both students and teachers by addressing issues of differentiation and teaching/learning styles.

- To help plan, co-ordinate and implement procedures for Assessment, Recording, Reporting, including grouping criteria, exams and external tests as required.

- To help manage and monitor the resources available at the designated Key Stage, and to assist the Head of Department in allocating the designated Key Stage budget.

- To help support beginner teachers and NQTS in their teaching of Computing.

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PERSON SPECIFICATION

POST TITLE: Deputy Head of Computing

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	Essential	Desirable
Qualifications	• Degree in relevant subject • PGCE or equivalent • Qualified teacher status	• Recent Inset in ICT/Computing related issues
Experience	• An effective teacher with some experience in teaching all ability groups • Ability to share their experience to sustain a curriculum which is sensitive to the needs of all children	• Involvement in whole school ICT/Computing training/developments
Ability / Skills	• Excellent ICT skills • Able to lead and manage a team • To have substantial knowledge and understanding of current issues • Able to develop and monitor the school Policy across faculties / departments • Able to communicate effectively • Able to liaise with, motivate and inspire a range of staff across faculties / departments and liaise with external agencies • Able to demonstrate clear understanding of educational issues across Key Stages 3 to 5 • Able to ensure ICT is integral to students' learning • Knowledge of Python and/or other programming languages	• An understanding of issues relating to whole school improvement
Equal Opportunities	• Commitment to equal opportunities • Ability to promote and support the school's Equal Opportunities Policy	

Safeguarding	• Commitment to safeguarding and promoting the welfare of children and young people	
Disposition	• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department • Evidence of commitment to and understanding of collective responsibility	