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|  | **ST PETER’S SCHOOL HUNTINGDON** JOB DESCRIPTION This school is committed to safeguarding and promoting  the welfare of children and young people and expects all staff to share this commitment |

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| **POST TITLE** | Head of Computing |
| **SALARY** | Main/Upper Pay Range with TLR XXC |
| **RESPONSIBLE TO** | The Head Teacher and Assistant Head teacher with departmental responsibility |
| **RESPONSIBLE FOR** | Teachers and support staff working within the department. |
| **PERFORMANCE MANAGEMENT** | The head of department is responsible for the performance of all staff within the department, including acting as team leader within the school’s performance management scheme. |
| **PURPOSE OF JOB** | To be accountable for leading, managing and developing the department and subject(s) throughout the school, promoting the maximum progress of all students and securing the highest possible quality teaching and learning.  To carry out the duties of a School Teacher as set out in the current edition of the School Teachers’ Pay and Conditions Document. |

**STRATEGIC PURPOSE**

The head of department will play a major role, under the direction of the leadership team, in establishing the aims and objectives of the department to reflect the overall aims and objectives of the school and in implementing appropriate policies and procedures to ensure the achievement of these objectives. S/he shall lead the staff appraisal arrangements within her/his department and set challenging targets to ensure that staff are motivated to deliver education to the highest possible standard in accordance with the objectives included within the school’s development plan.

**A: STRATEGIC LEADERSHIP OF THE DEPARTMENT**

1. To develop and maintain a clear shared vision for the direction of the Department and its contribution to the overall ethos and aims of the school.
2. To work with colleagues to formulate aims, objectives and strategic plans for the department relevant to the needs of the students, taking into account the outcomes of internal and external evaluation and compatible with the strategic aims and plans of the school.
3. To develop and implement department policies on teaching and learning, department self-evaluation, student management, health and safety and other areas as required, ensuring that they are compatible with whole school policies. To ensure that the department implements whole school policies.
4. To liaise regularly and effectively with the Assistant Head teacher with departmental responsibility.
5. To effectively represent the department (or ensure that it is represented) on the relevant school management groups, on relevant committees and working parties and appropriate external organisations.
6. To remain abreast of national strategies and developments impacting on her/his subject area/s and ensure information is communicated to the department and senior staff, and that the department is responsive to such developments
7. To contribute to curriculum development and timetabling as required.
8. To play a key role in the appointment of staff within the department and shall put in place arrangements for the mentoring of newly qualified and trainee teachers within her/his subject area/s as required.

**B: STAFF**

1. To ensure that all members of the department are performing as effectively and efficiently as possible and ensure to the best of her/his ability, that the department is adequately resourced to fulfil its function within the school. This will include advising on appointments and deployment, effective monitoring of work and participating in the Performance Management scheme.
2. To provide support for new members of the department and to promote the professional development of all department colleagues.
3. To be responsible for consulting staff on departmental issues and plans and for ensuring that staff are fully aware of whole-school issues, policies and developments.
4. To provide support for colleagues on classroom management issues, liaising as appropriate with tutors, Student Support Managers, Heads of Year and other student support staff.
5. To ensure that staff follow procedures in the case of planned or unplanned absence and that appropriate work is set.
6. To ensure that all Departmental documentation, including a Department Handbook and Schemes of Work, are kept up to date and are available for members of the Department and Senior Staff.

**C: TEACHING AND LEARNING**

1. To have overall responsibility for sustaining and improving the quality of teaching and learning within the department
2. To plan and implement effective learning programmes for students in the subject , ensuring that they are in line with the National Curriculum, Public Examination requirements where appropriate and School Policies and that the work is sufficiently differentiated to meet the needs of each individual.
3. To regularly review quality assurance and evaluate the assessment and attainment data in the department for all key stages in accordance with school policies.
4. To ensure that there is consistency in the department with regard to the implementation of Assessment for Learning according to school policies.
5. To promote and monitor the provision for students with special needs, including the gifted and talented, working closely with the Supportive Learning Department and ensuring effective deployment of Teaching Assistants.
6. To monitor the setting, marking and quality of homework.
7. To ensure, through the effective operation of assessment, recording and reporting systems that all pupils within the department meet agreed targets, both individually and across the department, and shall ensure that schemes of work include provision for personalised learning

**D: STUDENTS AND PARENTS**

1. To be responsible for all matters relating to the management of students in the Department, including the formation of appropriate teaching groups and for student discipline in lessons and in the department teaching area.
2. To ensure that appropriate attainment targets are set for students and that assessment policies and procedures are in place to monitor and evaluate the progress of groups and individuals and to respond effectively when intervention to raise achievement is necessary.
3. To monitor, and improve as necessary, the quality of written reports and to ensure that reports and monitor points are completed according to the calendar.
4. To ensure that appropriate contact is maintained with parents throughout the year regarding the progress of students and issues that may arise.

**E: RESOURCES**

1. To be responsible for all department accommodation and equipment, ensuring that records are maintained in line with school policy and that any necessary repairs are carried out promptly.
2. To develop and maintain procedures for maintaining and improving the environment in and near department accommodation, including maintaining a regular and changing display of students’ work.
3. To be responsible for all aspects of the delegated financial management of the department, ensuring compliance with the school’s financial regulations and ensuring value for money in resourcing the department.

**F: MONITORING AND EVALUATION**

1. To ensure that the school self-evaluation policy and procedures are implemented effectively and that appropriate use is made of performance data.

1. To monitor and evaluate the quality of teaching and learning, including ensuring that lesson observations are carried out according to school policy.
2. To analyse and evaluate the department’s public examination results according to school policy.
3. To maintain the department’s Self-Evaluation Form and Team Improvement Plans, updating the SEF on at least an annual basis at the beginning of the Autumn Term and TIPs termly and participating in the Annual Review meeting with the Head Teacher and Assistant Head teacher with departmental responsibility.

In addition to the responsibilities described above, to carry out any other duties of a similar nature at the reasonable request of the Head Teacher.

This Job Description will be reviewed periodically in the light of changing needs and circumstances. The Head Teacher or the post holder may initiate a review. The aim will always be to reach agreement on any changes but, if agreement is not possible, the Governing Body reserves the right to make changes following consultation.

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. Successful candidates will be subject to an enhanced DBS check and medical questionnaire.

March 2018