**JOB DESCRIPTION**

**Post Title: Head of Computing and Enterprise**

**Reporting to: Headteacher/SLT Line Manager**

**Disclosure Level: Enhanced**

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The post holder must, at all times, carry out his/her duties and responsibilities within the ethos of Perryfields High School policies

**Key responsibility areas:**

• To work as part of the Middle Leadership Team providing strategic leadership of the school specifically within Computing and Enterprise.

• To drive improvement and hold members of the Department to account for the quality of their teaching and pupil progress.

• To ensure pupils make progress in relation to appropriately challenging targets using local and national data.

• To support the leadership team and undertake agreed responsibilities to support the delivery of teaching and learning, management of employees and behaviour of pupils.

**Leadership and management:**

1. To provide strategic support to the SLT.

2. To provide strategic leadership for the development and management of the Computing and Enterprise Department.

3. To lead and appraise an already successful Computing and Enterprise Department. Ensuring appropriate support, challenge and development is provided to enable the delivery of quality teaching and learning.

4. To manage the department’s capitation, resources, development and staff deployment in line with the school’s development plans.

5. To keep abreast of local and national developments in the teaching of Computing and Enterprise and utilise this knowledge to continuously improve provision within the school.

6. To guide, advise and actively support colleagues in their management of pupil behaviour within the school and their classroom.

7. To work collaboratively with colleagues within the school and to contribute to strategic planning and production of the school SEF.

8. When required, to attend meetings of the Senior Leadership Team, Local Governing Body and other bodies as appropriate to represent the interests of the school.

**Teaching and Learning:**

1. Setting, demonstrating and maintaining high standards of teaching and learning across the age and ability range within the Computing and Enterprise Department.

2. Support the work of other subject leaders and TLR holders in ensuring that teaching across the school makes a significant and substantial contribution to the development of pupil progress.

3. To lead the teaching and learning of Computing and Enterprise across the school.

4. Develop a curriculum which is relevant and up to date in line with assessments/examinations and engages all pupils positively in the subject area.

5. Monitor and evaluate the quality of teaching and standards of learning and achievement for all pupils, in order to set and meet challenging and realistic targets for improvement.

6. Work with colleagues in the department to identify and plan appropriate interventions by using assessment and performance data.

7. Develop and enhance the teaching practice of others and ensure high standards through the establishment and implementation of strategies to monitor, evaluate and improve the quality of teaching through constructive feedback, self-evaluation, work scrutiny and planning.

8. Ensure the provision of a high quality learning environment within Computing and Enterprise which provides a safe and supportive structure for pupils.

**Pupil and parental engagement:**

1. Make explicit to pupils, parents, teachers and the wider community the school’s high expectations that all pupils can succeed.

2. Take opportunities to create and maintain an effective partnership with parents and the wider community, including business and industry, to support and improve pupils’ achievement and personal development.

3. Developing and supporting partnerships with parents e.g. ensuring appropriate and early contact and liaison, facilitating parental support and involvement, reinforcing school expectations, homework policy and examination requirements.

4. Actively participate in the planning and delivery of transition arrangements with primary partners and post-16 providers.

**Whole school:**

1. To act as a role model of good practice for other teachers within the Department and across the school e.g. professional conduct, in teaching and learning, in management of pupil behaviour and relationships with colleagues both in and outside of school.

2. To lead or contribute towards additional tasks or strategies related to school improvement plans as agreed with the Deputy Headteacher/Headteacher.

**General:**

1. To be aware of, and comply with, all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.