



JOB DESCRIPTION



Head of Computing

TLR 2b

Reporting to Senior Leadership Team

Responsible for the work of department teachers and department support staff.

In addition to the roles and responsibilities contained in the Teachers Pay and Conditions document:

Purpose of Role

- To lead, develop and direct the work of the Department such that all students make at least the expected progress and staff feel a sense of achievement and success.
- To contribute at all times to the ethos, well-being and further development of the Academy.
- Engage with all stakeholders including parents to ensure good outcomes for all learners.

Academy Improvement

- Lead discussions about priorities.
- Produce, implement and review an annual rolling Department Improvement Plan, setting targets that relate to Whole Academy priorities, including targets for raising attainment.
- Lead the review, construction and resourcing of the curriculum.
- Liaise with other Heads of Department, middle leaders and teachers to share and collaborate in approaches that will support success in your own area.
- Ensure that Academy policies are put into practice both in the Department and around the Academy. This specifically includes monitoring behaviour in classes within the Department and using the agreed whole Academy strategies to help management of behaviour in the Department.
- Monitor and drive intervention to support attainment of vulnerable groups.
- Lead improvement in teaching.
- Identify and provide for staff training and development needs to impact on student outcomes.
- Act as the performance management reviewer as per the performance management structure.
- Act as the appraisal leader for support staff as per the support staff appraisal structure.
- In addition to responsibilities directly linked to the Department, take on an area of Whole School Responsibility.

Monitoring Teaching and Learning

- Analyse and interpret data on students' attainment in Department.
- Review with teachers their assessments of progress for classes, identified groups and individuals.
- Be responsible for the development and implementation of curriculum enhancement activities e.g. Curriculum Days.
- Monitor the progress and attitudes of students within the Department, using both Academy and Department systems, and provide information to Senior Staff as required
- Liaise with the Exams Officer to ensure accurate and timely entries of students for external assessments.
- Be responsible for the robustness of coursework procedures within the Department.
- Evaluate schemes of work to ensure that they focus on consistent and effective teaching and learning.
- Observe teaching and feed back to colleagues.
- Review teachers' planning.
- Oversee the Department teaching area, the environment and appropriate displays of work to ensure the area provides an inspirational learning environment.
- Oversee Health and Safety across the Department's subjects and rooms.
- To substitute for the Senior Team on the duty rota and on call system as required, and represent the Department at Department Leaders' Meetings and implement any developments from this forum.
- Lead Department meetings, professional development days for the Department and Whole Academy CPD.
- Represent the Department at Team Leaders' Meetings and implement any developments from this forum.
- Manage the Department allocated budget, to monitor and control the ordering, storage and use of teaching materials, books and resources, and the maintenance of accurate records of stock.
- Submit detailed bids for capital equipment required to support curriculum developments and exercise overall supervision of the use and care of facilities and equipment assigned to the Department.
- Create opportunities for student voice to impact the teaching and learning within the Department.

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay & Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the academy's articles of governance.

This job description may be amended at any time following discussion between the Principal and the member of staff, and will be reviewed annually.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All job descriptions are current at the date shown but following consultation with you may be changed by the Leadership Group to reflect or anticipate changes in the job and to meet the needs of the Academy.

