Job Description

Job Title: Head of Computer Science

Reporting to: Nominated SLT Member   **Grade:** L1 to L5

Overall purpose of the post:

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The Academy complies with these requirements in order to make reasonable demands of teachers.

The Head of Department is accountable for:

- The quality of teaching and learning in the department
- Overall student outcomes in the department in partnership with the teachers concerned
- Evaluation of relevant assessment information for individuals, groups and cohorts
- Induction and support of new staff
- Ensuring good pastoral care and personal development for students
- Ensuring good behaviour and encouraging good attendance and punctuality
- Presenting information and evaluation reports to the senior leadership team, parents and Academy Council members, as requested
- Arranging and promoting activities across the department to foster personal development, commitment and enthusiasm in students
- Liaison with external agencies as required for pupils in the department
- Performance management of teachers in the department as required
- Ensuring that departmental budgets are deployed effectively and achieve value for money
- To ensure that the Computer Science curriculum fully meets the needs of all students and effectively delivered in all respects
- To actively promote the development of Computer Science across the Academy

Main duties and responsibilities:

These accountabilities will be delivered though the following strategies:

Maintaining a focus on teaching and learning.

Exercising appropriate professional skills and judgement.

Accountability for leading, managing and developing a subject or curriculum area or pupil development in the Department. Working with other relevant teachers in the department:

- Identify relevant department improvement issues
- Define and agree appropriate improvement targets
- Co-ordinate CPD needs and opportunities for department staff
- Evaluate the impact of all improvement activities on the quality of teaching and learning
- Provide the Senior Leadership Team with relevant subject, curriculum area or pupil performance information

Having impact on educational progress beyond personally assigned students in the Department.
Working with other relevant teachers and staff in the department:

- Identify appropriate attainment and/or achievement targets
- Monitor pupil standards and achievement against annual targets
- Monitor planning, curriculum coverage and learning outcomes
- Monitor standards of pupil behaviour and application
- Lead evaluation strategies to contribute to overall Academy self-evaluation
- Plan and implement strategies where improvement needs are identified
- Ensure that relevant attainment / achievement targets are met

Leading, developing and enhancing the teaching practice of others. Working with other relevant teachers and staff in the department:

- Maintain personal expertise and share this with other teachers
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement
- 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

Line management responsibility for a significant number of people

- Ensure that performance management arrangements are effectively discharged by other team leaders in the department
- Monitor the effectiveness and impact of performance management arrangements within the department (subject to the performance management policy)
- Monitor and evaluate the contribution and impact of other staff in the Department to Academy improvement
- Provide quality assurance monitoring and intervention with staff as agreed with the senior leadership team

- Identify staff development needs and co-ordinate these with those responsible for CPD in the Academy
- Plan the deployment of staff expertise to achieve departmental improvement objectives
- Take initial responsibility for the pastoral care and welfare of all department staff

- This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the post holder in the Academy year. These will be derived from the Academy Development Plan and other academy priorities

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.