**Co-op Academy Manchester**

**Job Description**

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| **Post Title** | **Subject Leader – Computer Science** |
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| **Purpose** | * To contribute to the values and beliefs of the Academy. * To raise student attainment in the subject area at all levels, as evidenced by external examinations. * Promote continuity and raising of standards between the Key Stages. * Ensure individual student data is used to set appropriate standards of attainment for each cohort and target groups. * To maintain an overview of progress and implement intervention to raise attainment. * Provide coherence to the various students of raising expectations, including progress and the motivation of students establishing links between the work of other key holders. * To establish and promote a safe learning environment where students enjoy and achieve. * To be proactive in developing and supporting primary links. * To embed business and finance cross curricular themes within their subjects. |
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| **Reporting to** | Director of Learning Zone |
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| **Responsible for** | Raising of student attainment and progress in learning. |
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| **Liaising with** | Other Subject Leaders, relevant non-teaching support staff, external agencies and parents. |
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| **Working Time** | 195 days per year. Full-time. |
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| **Salary/Grade** | MPS/UPS TLR 2b |
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| **Disclosure Level** | Enhanced |
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| **MAIN (CORE) DUTIES** |  |
| **Operational/Strategic Planning** | * To lead the development and co-ordination of Target Action Planning initiatives within the designated cohorts. * To support the DLZ – Standards in the development and maintenance of student progress reports within the designated area. * To promote work with colleagues to monitor and evaluate student data and assessment records to inform target setting, monitoring of progress and the motivation of students. * To plan and ensure effective delivery of functional skills. * Define and implement intervention or development strategies to ensure all students work consistently and effectively to their personal best. * To support colleagues in the identification and implementation of effective strategies to raise attainment. * Develop a shared understanding with parents of the curriculum, approach to teaching and the standards of work and behaviour expected, establishing a partnership which involves them in their child’s learning as well as providing information about attainment, progress and targets. * Develop an overview of the effects of teaching and learning on the attainment and personal development of individual students and groups of students. |
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| **Curriculum** | * To liaise with the Director of Learning Zone to ensure the delivery of an appropriate curriculum. * To be accountable for the delivery of the subject and/or Key Stage. |
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| **Curriculum Development** | * To lead subject and/or Key Stage curriculum development. * To be responsible for functional skills development, when applicable. * To keep up-to-date with national developments in the subject area, teaching practice and methodology. |
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| **Teaching and Learning** | * Ensure effective teaching and student progress in the subject area through structured monitoring, evaluation and review processes. * Promote extra-curricular activities and out of hours learning which enhance learning opportunities. * To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
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| **Staffing**  **Staff Development**  **Recruitment/Deployment of staff** | * To work with the Director of Learning Zone to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To promote teamwork and to motivate staff to ensure effective working relations. * To participate in the Academy’s new staff induction. * If required to contribute to Performance Management and to act as a reviewer for a group of staff. |
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| **Quality Assurance** | * To ensure the effective operation of quality control systems. * To contribute to the Academy’s procedures for lesson observation. * To assist in the process of the setting of targets within the designated cohorts. * To implement Academy quality procedures to ensure adherence of teaching staff. |
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| **Management Information** | * To assist in the use of analysis and evaluation of performance data. * To help produce reports within the quality assurance cycle. * Management and use of data to inform strategies and improvement in teaching and learning and results. * To assist in the production of reports on examination performance, including the use of value-added data. * Responsible for outcomes of specific groups of students, e.g. EAL. |
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| **Communications** | * To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the Academy, particularly with our sponsors. |
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| **Marketing & Liaison** | * To contribute to the Academy’s outreach and marketing activities. * To effectively promote the subject at events. |
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| **Management of Resources** | * To manage the available resources effectively in the subject/Key stage area. * To contribute to the process of the ordering of equipment and materials. * To assist the Director of the Learning Zone to identify resource needs and to contribute to the efficient/effective use of physical resources. |
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| **Pastoral System** | * To monitor and support the overall progress and development of students within the designated cohort. * To help to monitor student attendance together with students’ progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken when necessary. * To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. * To contribute to PSHE, citizenship and enterprise according to the Academy policy. |
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| **Safeguarding** | * “The Co-operative Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf”. |
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| **Additional Duties** | * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. |
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| **Other Specific Duties** | * To support the Academy meeting its legal requirements for worship. * To actively promote the Academy’s corporate policies. * To continue personal development as agreed. * To actively engage in the staff review and development. * To undertake any other duty as specified by STPCB not mentioned in the above.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |

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| Employees will be 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 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. |
| This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |

**Health & Safety Responsibilities**

All employees have the responsibility:

1. To comply with safety rules and procedure laid down in their area of activity
2. To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
3. To use protective clothing or equipment as may be provided
4. To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
5. To co-operate with the Principal in the fulfilment of the objectives of the Academy’s Health and Safety policies

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