
Sandringham School

Job Description



Name:
Job Title: Director of Learning: Computer Science
Accountable to: Headteacher through LG Line Manager
Accountable for: Computer Science Faculty
Salary: Classroom Teachers pay scale, plus fringe, plus TLR: 2c (or 1a for a suitably qualified candidate)
Start Date: 1st September 2018

Background

The core work of school improvement will be driven by the Leadership Group and 'Directors of Learning'. Directors of Learning will be middle leaders who will take responsibility for raising standards in a certain subject area of the school.

Core Purpose of Director of Learning: Computer Science

In addition to the generic responsibilities of teaching staff, to be responsible for raising the standards of attainment for all students in Computer Science through a high standard of learning and teaching and to contribute to whole-school improvement at a strategic level.

Core Accountabilities for faculty area

- 1 Responsibility for standards of attainment
 - 2 Responsibility for strategic development
 - 3 Responsibility for staff and staffing
 - 4 Responsibility for student achievement and welfare
 - 5 Responsibility for resources
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Key Tasks

- 1 **Responsibility for standards of attainment in faculty area**
 - a) Ensure that the quality of learning is the main focus for all work in Computer Science, supporting the implementation of whole school improvements to teaching and learning from staff CPD and outputs from T & L working groups
 - b) Ensure that targets for student attainment are met in line with performance indicators (school and national)
 - c) Maintain accurate and comprehensive records of student progress
 - d) Evaluate the standard being achieved by analysing the performance of all students
 - e) Implement intervention strategies as appropriate to ensure all students make progress towards their targets
 - f) Ensure that assessment for learning procedures in Computer Science are robust, follow agreed school policy to support student learning and achievement and are used consistently by all staff
 - g) Take responsibility for recording and reporting student attainment including the preparation of data for examination and test entries in good time
- 2 **Responsibility for strategic development of faculty area**
 - a) Meet with line manager as agreed to plan and develop the Computer Science Faculty
 - b) Conduct an annual review of the curriculum keeping abreast of & implementing school and national initiatives
 - c) Up-date and publish annually, schemes of learning for each year group ensuring appropriate differentiation of material for High Starter and SEN students
 - d) Ensure the integration of school policies into SoL and monitor delivery by all staff
 - e) Evaluate and report on the impact of all improvement activities on teaching and learning
 - f) Produce, cost and implement an annual faculty plan for improvement that is in line with the core priorities of the School Improvement Plan and self-evaluation
 - g) Ensure all students have access to an appropriately challenging and supportive enrichment programme including ELDs.
- 3 **Responsibility for staff in faculty area**
 - a) Maintain personal expertise in Computer Science and share it with others
 - b) Act as a role model of good classroom practice for other teachers by being effective and pro-active in implementing high quality teaching and learning

- c) Plan the deployment of staff expertise to achieve school improvement objectives in the most effective way including appointment of new staff as appropriate
- d) Monitor and evaluate standards of teaching and learning, identifying areas for improvement. Observe all colleagues in the faculty teach at least once per term and provide appropriate developmental feedback
- e) Plan and implement strategies to improve teaching and learning, where needs are identified
- f) Conduct appraisal of colleagues following appraisal procedures
- g) Support the development needs of all staff in the ICT faculty and target CPD as appropriate
- h) Induct, support and monitor new staff in the faculty
- i) Ensure that appraisal arrangements are effectively discharged by other teachers & support staff
- j) Have full consideration for staff well-being and developing morale

4 Responsibility for students in faculty area

- a) Ensure that the work of the faculty is stimulating and engaging to all students
- b) Provide for the learning needs of all students through appropriate differentiation for SEN and High Starters
- c) Liaise with the learning needs department (SENCO) to ensure support staff deployed are used efficiently and resources used effectively
- d) Maintain a safe and productive learning environment for all students, dealing with discipline issues following the school's behaviour code to avoid disruption to learning. Co-ordinate faculty detention and develop the behaviour management skills of the staff
- e) Instil a sense of pride, worth and achievement

5 Responsibility for resources in faculty area

- a) Use the accommodation available to create an effective and stimulating environment for the teaching and learning of the subject with available resources. Plan future development.
- b) Monitor use of Computer Science teaching areas to ensure a high standard of condition is maintained reporting defects as appropriate
- c) Prepare and oversee the annual budget for the Computer Science faculty. Administer the budget with to ensure the principles of best value at all times. Liaise with finance office to place and monitor all orders
- d) Organise capitation bids following consultation with line manager and faculty plan
- e) Conduct an annual audit of all equipment and ensure equipment register is up-to-date
- f) Contribute to the school health and safety file as appropriate

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.