

Radnor House Twickenham School Recruitment Brochure Head of Computer Science and AI



Head of Computer Science and AI

Ideally to start January 2025, Radnor House School Twickenham has an exciting opportunity for someone with flair, energy and commitment to join our forward-thinking and expanding school as a full-time Head of Computer Science with a specialism in artificial intelligence. The successful candidate will have the proven ability to teach at Key Stage 3, GCSE and the A Level programme.

You will join a team of innovative and highly motivated teachers who constantly strive to provide the finest education and ever-expanding opportunities to get the very best out of our pupils, while fostering a love of learning through the delivery of high quality and innovative lessons.

Contribution to the wider life of the school is essential and it is the expectation that all members of teaching staff play an active role in the school, both inside and outside the classroom.

On offer is a competitive salary, commensurate with experience, excellent professional development opportunities and small class sizes. Other benefits include access to health and wellbeing support, staff events, free school breakfasts and lunches, Pilates, cycle-to-work scheme, pension and life assurance.

For further information and to download an application form, please visit our website: <http://www.radnor-twickenham.org/about/>

Radnor House Twickenham is a member of Dukes Education, a family of schools, teachers, learners and parents connected by our pursuit of an extraordinary life for every member of our community. To learn more about our family, visit dukeseducation.com

Radnor House Twickenham is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, checks of identity, qualifications and employment history and satisfactory references. We are an equal opportunities employer.



Principal's Welcome

At Radnor House our core values are courage, excellence, perseverance and respect. These values underpin the guiding principles by which our community operates. In a dynamic and complex world, such core values anchor us and guide decision-making and our actions; whether we are dealing with the day-to-day challenges of school life or the wider challenges we face – from the pandemic and its aftermath, to climate change and its consequences, or the growth of artificial intelligence and its impact.



Job Description

Head of Computer Science and AI

Reporting to: a named member of the Executive Team

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Head may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

Wider strategic responsibilities:

- To develop and deliver a relevant and responsive Computer Science curriculum which equips young people to solve problems and become ethical digital citizens.
- To lead the Computer Science team, liaise with the IT Manager and to lead on the use of Artificial Intelligence within the curriculum and staff working practices.
- To feed into the school's strategic development plan
- Lead the department, developing its vision, aims and ethos.

Key operational duties:

Curriculum

- Oversee the provision of a rigorous academic curriculum that provides challenge and stimulation for all pupils from Key Stage 3 to A Level.
- Maintain a thorough and up to date knowledge of the curriculum, relevant pedagogy and exam board specifications, and cascade these to department staff.
- Oversee the creation of meaningful assessment for internal examinations, and its effective moderation and recording across the department.
- Ensure that pupils are prepared appropriately for external qualifications.
- Oversee the delivery of a range of co-curricular activities to complement in-class provision.

Staff development and quality assurance

- Lead and manage a team of teachers in your department
- Support their professional development
- Contribute to the school procedures for lesson observation and monitor and evaluate your subject's provision and delivery
- Carry out all aspects of performance management including appraisals, meetings and investigations where necessary to have contractual effect.



Job Description (cont)

Student wellbeing and learning behaviours

- Organise and monitor teaching groups within the department with respect to homework, discipline and assessment, and ensure appropriate liaison with pastoral staff.
- Set high expectations for pupils in terms of their work and behaviour in lessons.
- Ensure that the department identifies and differentiates for learning differences including, but not restricted to SEND, EAL and academic enrichment.
- Contact parents to discuss student welfare, behaviour, progress, and to celebrate achievements

Management Responsibilities

- Advise the Senior Leadership Team on staffing and timetable requirements within the department.
- Manage the day to day running of the department.
- Be accountable for the performance of the department in external examinations.
- Make use of baseline data to inform judgements on pupil progress based on internal assessments and external examinations.
- Act as a role model for teaching and learning within the department.
- Carry out lesson observations of teachers within the department to ensure the effectiveness of teaching and learning.
- Ensure staff set homework regularly and that they mark it promptly, thoroughly and in accordance with the department and school feedback policies.
- Prepare the annual budget and order the necessary resources for the department and manage the budget appropriately each year.
- Organise regular meetings within the department and maintain accurate minutes.
- Attend Heads of Department meetings and other meetings as required for the role.
- Ensure that all examination administration is accurate and complete.
- Ensure teaching areas are suitably maintained to enhance the delivery of the subject.
- Ensure departmental displays are relevant, engaging and up to date.
- Liaise with the Senior Leadership Team about all aspects of health and safety within the department.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended



Person Specification

Area	Essential	Desirable
Qualifications	Good Honours Degree, PGCE / QTS	Higher degree or evidence of further study
Professional Development	Evidence of continuing professional development	Experience of delivering CPD/INSET
Experience	<p>A track record of success as a classroom teacher and form tutor</p> <p>Evidence of having made a positive impact on student outcomes and supporting excellent academic achievement</p> <p>Effective analysis and use of data to inform teaching and learning and future planning</p> <p>Experience of monitoring and evaluating students' progress and actioning interventions</p> <p>Experience in curriculum development and implementation.</p> <p>Demonstrated leadership experience such as leading a department or significant project</p>	<p>Experience of the specific responsibilities within the job description</p> <p>Experience in integrating AI and emerging technologies into the curriculum / working practice</p>
Knowledge and skills	<p>Knowledge of relevant subject examination specifications at GCSE and A Level</p> <p>Strong knowledge of Computer Science, programming languages and AI concepts</p> <p>Excellent classroom management Ability to inspire and motivate students and staff</p> <p>Strong administrative skills</p> <p>Excellent communication and interpersonal skills</p>	
Personal qualities	<p>Passionate about computer science and AI education.</p> <p>Committed to fostering an inclusive and supportive learning environment.</p> <p>Innovative and forward-thinking.</p> <p>Resilient and adaptable to change.</p> <p>Collaborative and able to work effectively as part of a team.</p> <p>Professional demeanour</p> <p>Excellent time-keeping</p> <p>High expectations of self and others</p> <p>Commitment to the school's values and ethos</p> <p>Willingness to participate in extra-curricular activities and school events</p>	<p>Enthusiastic about professional development</p> <p>Strong advocate for the ethical use of AI and technology in education</p>



Closing words from the Head of Radnor School

Radnor House is a vibrant and exciting place to work. The school is forward thinking in its approach to curriculum design and best meeting the needs of our students in a rapidly changing world. Radnor House has come a long way in its relatively short journey to date, is not weighed down by history and tradition, and remains a place where exceptional thinkers have the opportunity to make a real difference in the future development of the school. Furthermore, with the prospect of a move to our new site at Kneller Hall, which will be the largest of any independent school in South-West London, the opportunities are considerable.

If working in a supportive, collegiate and innovative environment excites you, we would be delighted to hear from you.



More Reasons to Work at Radnor House Twickenham



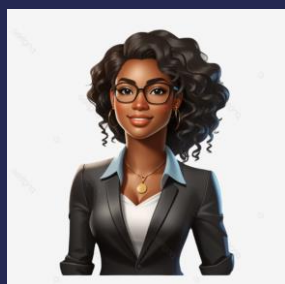
Salary exchange pension scheme



Cycle to work scheme



Comprehensive wellbeing initiatives



Financial assistance towards eye-tests and new glasses



Brand new school laptop



Free chef-prepared breakfast and lunch



Free life insurance cover



Free artisan coffee and tea



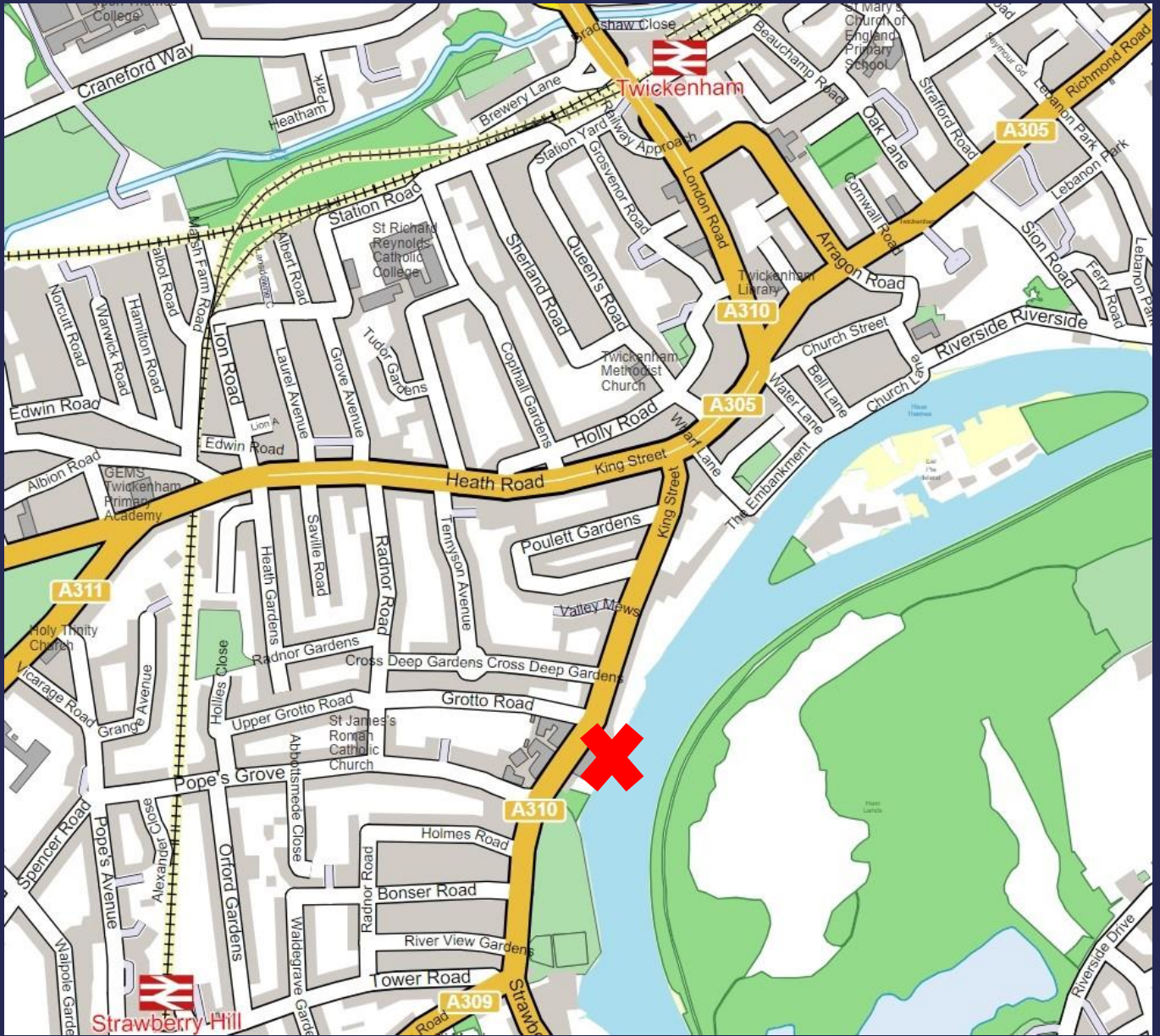
Extensive CPD opportunities



Free weekly Pilates classes



How To Find Us



If you are unfamiliar with the area and arriving at Twickenham Station by train, directions to the school are: turn left on exiting the station along London Road and follow the pavement through the town centre. At the end of the road, continue following the pavement which turns to the right (becoming the A305, York Street), pass 'Starbucks' and 'Iceland' then turn left which will take you along Cross Deep towards the school. Radnor House is the building on the left with a clock tower, approximately 300 metres along Cross Deep and immediately opposite St Catherine's Girls' School. It is an approximately 10-minute walk from Twickenham Station.



How to Apply

For further information and to download an application form,
Please visit the school's website:
<https://Radnor-Twickenham.org>

Completed application forms and cover letters should be returned to: hr@radnorhouse.org by 29th November 2024. We reserve the right to close the vacancy early if a high volume of applications is received.

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Right to work in the UK to be considered for the role.

