JOB DESCRIPTION

Head of Computer Science

The purpose of this role is to provide professional leadership and management for Computer Science, ensuring high quality teaching and learning, achievement and engagement of students in line with our vision and ethos.

Responsible to specified member of Senior Team.

KEY RESPONSIBILITIES

Strategic Direction and Planning of Computer Science
- To provide professional leadership for the department

- Develop and implement policies and practices which reflect the school's commitment to high achievement and effective teaching and learning

- Lead the development of appropriate syllabuses, assessment and teaching and learning strategies for the development and resourcing of Computer Science

- Promote teamwork, creating a climate which enables other staff to develop

- Establish a clear, shared understanding of the importance and role of Computer Science in preparing students for the opportunities and responsibilities of adult life

- Use data effectively in Computer Science and implement effective strategies to monitor and support student progress

- Monitor the progress made in achieving Computer Science plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement

- Lead curriculum development for the department in line with national initiatives and supporting the aims of the school.

Teaching and Learning

To secure and sustain effective teaching of Computer Science, evaluate the quality of teaching and standards of students' achievements and set targets for improvement.

- Ensure curriculum coverage, continuity and progression in Computer Science for all students of all abilities

- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of this subject and of individual students

- Ensure effective development of students literacy, numeracy, and information technology skills through Computer Science

- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, using this information to recognise achievement and to assist students in setting targets for further improvement

- Ensure that information about students achievements in previous classes and schools is used effectively to secure good progress in Computer Science

- Evaluate the teaching of Computer Science in the school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching

- Ensure effective development of students individual and collaborative study skills necessary for them to become increasingly independent in their work and able to complete tasks independently when out of school

- Ensure that teachers of Computer Science are aware of its contribution to students understanding of the duties, opportunities, responsibilities and rights of citizens

- Ensure a partnership with parents to involve them in their child's learning of Computer Science, as well as providing information about curriculum, attainment, progress and targets

- Develop effective links with the local community, including business and industry, in order to extend the Computer Science curriculum, enhance teaching and develop students wider understanding

Leading and Managing Staff

To provide the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.

- Develop and enhance the teaching practice of others

- Assist staff in achieving positive working relationships with students

- Play an active role in the recruitment of staff within the department

- Ensure staff development needs are identified, met and supported

- Establish clear expectations and effective working relationships among staff involved with Computer Science, including through team working and mutual support, devolving responsibilities and delegating tasks, as appropriate

- Evaluate practice and develop an acceptance of accountability

- Undertake Performance Management Reviews, staff induction and appraisal as required, enhancing personal effectiveness, addressing professional needs and ensuring staff well-being

- Lead professional development of Computer Science staff through example and support

- Ensure that the Headteacher, senior leaders and governors are well informed about Computer Science policies, plans and priorities, the success in meeting objectives and targets, and subject –related professional development plans

- Ensure that classrooms are maintained and organised to provide the best possible learning environment

- Ensure all staff are meeting requirements of SEN Code of Practice
- Play a leading role in maintaining good order i the school, reflecting on our Code of Conduct and reinforcing high expectations of behaviour and AtL, particularly in departmental teaching areas and corridors

Efficient and Effective Deployment of Staff and Resources

To identify appropriate resources for Computer Science and ensure that they are used efficiently, effectively and safely.

- Establish staff and resource needs for Computer Science and advise the Headteacher and senior leaders of likely priorities for expenditure, and allocate available subject resources with maximum efficiency to meet the objectives of the school and subject plans, to achieve value for money
- Deploy, or advise the Headteacher on the deployment of, staff involved in Computer Science across the age and ability range
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology
- Maintain existing resources and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school
- Use accommodation to create an effective and stimulating environment for the teaching and learning of Computer Science
- Ensure that there is a safe working and learning environment in which risks are properly assessed

Other
- To unequivocally support and promote the values and ethos of The Elmgreen School
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems.
- Take responsibility, appropriate to the post, for tackling racism and other forms of discrimination and promoting good race, ethnic and community relations.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
- Work in accordance with the Schools Health and Safety Policies and Procedure.
- To undertake such other duties as laid down in the School Teachers Pay and Conditions Document.

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.

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