JOB DESCRIPTION – 2019

Job Title: Head of Computing and ICT

Reports to: Deputy Head, Academic Studies

Manages: 1 members of staff

Department: Computing and ICT

KEY WORKING RELATIONSHIPS
Deputy Head Academic
Assistant Head – Teaching and Learning
Computing and ICT Department
Students and parents

PURPOSE OF THE JOB
The post holder will be responsible for the day to day running of the ICT and Computing Department as well as delivering a full teaching timetable, which includes a time allowance for the Head of Department responsibility. A willingness to participate in extracurricular activities will also be expected.

DUTIES AND RESPONSIBILITIES
In addition to general teaching duties which are detailed in the Standard Teacher's Job Description, and include teaching, planning, monitoring, assessment, reporting, recording, accountability, in-depth subject knowledge and understanding and professional standards and development, the Head of Department must also be able to provide effective leadership and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement. These additional responsibilities include:

Management and Leadership:
- To inspire department members by personal example, leading through high expectations and hard work.
- To act as a team leader, creating a vision, sense of purpose and pride in the Department.
- To co-ordinate the production and maintenance of the Department handbook, including schemes of work and to monitor and evaluate policies in line with the school handbook.
- To be responsible for continuously improving the quality of teaching and learning in the Department.
- To be responsible for maintaining discipline in the Department including supporting staff during lessons when appropriate.
- To play a major role as a middle manager in the development of all aspects of the School, including its policies and their implementation.

- To develop and maintain effective methods of communication with the Leadership Group through the line manager (Deputy Head, Academic Studies), other staff, pupils, parents and governors.
- To create an effective team by promoting collective approaches to problem-solving and curricular/departmental and cross-curricular developments through development planning and resources.
- To chair and produce agendas and minutes for effective department meetings, informing relevant members of staff and Leadership about discussions and decisions.
- To implement school assessment and target setting policies regarding CEM tracking data and monitor and evaluate achievement and attainment of individual pupils and students in Computing and ICT.
- To be responsible for the implementation of the Health and Safety policy and to ensure the safety of all staff and students within the department and report to the Facilities and Safety Manager any areas of concern.

Resources and Budget:
- To manage department stock, resources and finances effectively and efficiently.
- To maintain an inventory on all stock items.
- To store resources in a way so that they are accessible to all Department staff.
- To liaise with the Librarian over appropriate stock in the Library.

Curriculum and Departmental Development:
- To contribute towards continuity and progression within the whole school curriculum.
- To oversee the Department development plan, its implementation and the part it plays in the whole school development plan.
- To develop comprehensive schemes of work which include a range of teaching and learning styles which provide a rich experience for pupils and incorporate a variety of assessment methods to ensure accurate judgments on pupil progress.
- To develop departmental strategies for the pupils spiritual, moral, social and cultural development in line with the School's curriculum model.
- To monitor and evaluate the teaching in the Department and identify strategies to enable and support consistency of practice amongst the teachers, supporting and following the 'Teacher Review' process for staff.
- To develop departmental strategies for teaching and learning for pupils with special educational needs and those where English is their second language.
- To co-ordinate Department administration – sets (where applicable) timetables, examinations and the annual results analysis and Departmental audit.
- To organise, lead and attend residential and non-residential Computing and ICT field trips.

Liaison and Communication:
- To meet regularly with the line manager (Deputy Head) for professional support and to develop effective departmental management strategies.
- To oversee and monitor examination entries and to work effectively with the examinations officer.
- To liaise with other departments to ensure schemes of work are integrated and developed effectively.
- To work with the non-teaching staff on matters relating to Health and Safety, maintenance and cleaning.
- To provide helpful, prompt and accurate responses to parental enquires and correspondence.

- To liaise with Marketing and Admissions over Computing and ICT news, stories, developments and correspondence.

Professional Development:
- To have day-to-day responsibility for monitoring and supporting newly qualified teachers within the department.
- To identify and support development opportunities for staff within the Department.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm for staff within the department.
- To assist in enhancing the professional development aspirations of colleagues.
- To keep up to date with developments and new ideas related to the subject.

To assist and carry out any reasonable requests discussed with your line manager – Deputy Head – Academic Studies

All teaching staff are expected to make a full contribution to the wider life of the School including extra-curricular activities and involvement in evening and weekend activities, hobbies and sport.

Other
The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service
The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection
It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection
During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities
The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.