



JOB DESCRIPTION

Post Title: Head of BTEC Computing

Purpose: To lead the designated department by proactive and positive management.

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students within the department, in accordance with the aims of the College and the curricular policies determined by the Governing Body and Principal of the College.

To lead curriculum delivery and development.

To monitor and support the progress and development of students as a manager within the academic and student support structure.

To be a personal tutor and to undertake tutorial duties in accordance with college policy (responsible to Senior Tutors).

To ensure the recruitment and deployment of teaching staff and the deployment of the financial and physical resources to support the department.

Responsible to: The Principal through the Assistant Principal: Curriculum and the Head of Faculty.

Liaising with: Relevant staff with cross college responsibilities, eg. Learning support staff, teachers within the department and faculty, Personal Tutors and support staff.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning

- To undertake an appropriate programme of teaching in accordance with the duties of a Head of Department.
- To be responsible for the development and delivery of the subject area.
- To monitor and support the progress of all students in the department, particularly those who are at risk of low achievement.
- To undertake the assessment of students' work in conjunction with the Department's Assessment Policy.
- To be highly motivated and enthusiastic with the students to broaden their knowledge.
- To enable the students to realise their creative potential.
- To support the students through structured tutorials.

Operational/Strategic Planning

- To lead, manage and contribute to the development of resources, schemes of work, marking policies and teaching strategies in the department.
- To actively monitor and follow up student absences and withdrawals.
- To implement College Policies and Procedures eg. Equality and Diversity, Health and Safety etc.
- To work with colleagues to formulate aims and objectives for the department and faculty which have coherence and relevance to the needs of students and to the aims and objectives of the College.
- To contribute to the planning activities of the department, and to ensure that the planning of the department reflects the needs of the students and the aims and objectives of the College.

- To foster and oversee the application of IT in the department, including the development of materials for Independent Learning.
- To implement Health and Safety policies and practices.
- To write the departmental Development Plan and to monitor it regularly.
- To liaise with the technician in planning the practical requirements of the course.

Curriculum Provision and Development

- To liaise with the Assistant Principal: Curriculum to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective department which complements the college's strategic objectives.
- To be responsible for the development and delivery of the subject area.
- To ensure that differentiated learning materials are provided in the subject area and that effective support is provided to students.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To manage the department's integration of literacy and numeracy into the schemes of work and their successful delivery.
- Willingness to contribute to the 14-19 provision.

Context

The Faculty for Mathematics, Computing and Economics comprises a total of six departments (Maths, Further Maths, Economics, A-level Computing, BTEC Computing and BTEC ICT). Each area has a distinct and readily recognisable character while all seem to deliver the distinctive mission so important to Loreto College staff and students.

The BTEC Computing department occupies the top floor of the Ellis and Kennedy building with all classrooms fully kitted out with high speed computers and one central interactive TV with large whiteboards. We are in the incredibly pleasing position having high student numbers, which facilitates having a total of four level 3 BTEC Extended Diploma Computing groups (two groups in Year one and two groups in Year two). The BTEC Computing team also has one group of level 2 BTEC Extended Certificate in ICT. A prospective head of department will work alongside and manage four other excellent teachers on this team, all with very good levels of experience. This department has a fantastic record of delivering extremely high D*D*D* - DDD rates.

The BTEC Computing department works closely alongside the A-level Computing department and the BTEC ICT department. The BTEC ICT department delivers the level 3 BTEC Extended Certificate in ICT.

Staffing

Staff Development

- To work with the Assistant Principal: Curriculum and the Staff Development Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to the Professional Development Review and to act as reviewer within the area.

Deployment of Staff

- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department or liaising with the Assistant Principal: Curriculum to secure supply cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the designated area.
- To oversee, in conjunction with the Head of Faculty, the production of the timetable for the department.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To establish the process of the setting of targets within the area and to work towards their achievement.
- To ensure that personal and departmental deadlines are met.
- To oversee the meeting of deadlines by departmental staff where appropriate.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the area.
- To contribute to the College's procedures for lesson observation.
- To implement College quality procedures and to ensure adherence to those within the area.
- To monitor and evaluate the department in line with agreed College procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self-Assessment and the Strategic Plan.
- To write the department's SAR and present it to the College's Validation Panel.

College Information and Administration

- To work with College Information System staff to ensure the maintenance of accurate and up-to-date information concerning the department on the college information system.
- To collect, analyse and evaluate performance data.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle.
- To produce reports on examination performance, including the use of value-added data.
- To take responsibility for decisions regarding the entry of students for external examinations and for checking details of examination entries.
- To ensure that correct procedures are followed for the organisation of coursework and other external assessments.

Communications

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To interview prospective students.
- To link with external agencies as appropriate.
- To contribute to the area's collection of data on destinations.

Management of Resources

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying area's budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the College and the students.
- To work with the Assistant Principal: Curriculum in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.
- To take responsibility for display and the promotion of an attractive working environment, reporting maintenance issues appropriately.

Student Support

- To monitor and support the progress and development of students.

- To monitor student attendance 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 where necessary.
- To support staff and more able students in completing extra-curricular project work in preparation for university applications such as the EPQ.
- To contribute to +HE classes as part of the Greater Manchester High Achievers Partnership
- Willingness to write UCAS and employment references for students.

Other

- To support the aims and objectives of the College.
- To contribute to the North West Science Learning Partnership as required
- To undertake work for the 'Loreto Teaching School' as appropriate to support teachers within the alliance
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: HEAD OF DEPARTMENT

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Recent evidence of very good teaching of the subject area	✓		Application, Interview
Evidence of good value added data where appropriate	✓		Application, Interview
Evidence of good retention where appropriate	✓		Application, Interview
Skills and Knowledge			
Knowledge of the current specifications in the subject area		✓	Application, Interview
Ability to lead, manage and motivate a team	✓		Interview
Ability to manage resources effectively	✓		Interview
Ability to assess the performance of others	✓		Interview
Ability to plan and operate strategically	✓		Interview
Ability to promote new ideas and continuous improvement	✓		Interview
Ability to negotiate and manage conflict	✓		Interview
Ability to delegate responsibility	✓		Interview
Excellent standards of literacy and numeracy	✓		Application, Interview
Ability to communicate with people at all levels of the organisation	✓		Interview
Interest in the development of ILT within the teaching environment		✓	Interview
Ability to work with and motivate students	✓		Interview
Excellent organisational and administrative skills	✓		Application, Interview
Excellent communication and listening skills	✓		Interview
A clear understanding of developments in post-16 education	✓		Application, Interview
Ability to meet deadlines	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Familiarity with Microsoft Office (Word, PowerPoint, Excel, Access)		✓	Application, Interview
Ability to use the Internet		✓	Interview
Ability to teach a second subject		✓	Application, Interview
Qualifications			
A relevant degree level qualification or equivalent in an appropriate subject.	✓		Application
A Teaching Qualification	✓		Application
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Smart in appearance and manner	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Personal			
Practising Catholic (for Theology/RE posts only) *	✓		Application, Interview
Enhanced DBS Clearance #	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Application, Interview
The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.			
* In order to comply with the religious ethos of the college this is a Genuine Occupational Requirement under the Employment Equality (Religion or Belief) Regulations 2003.			
# to follow an initial offer of employment			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Head of BTEC Computing

Start Date	Monday 19 th April 2021								
Closing date	Closing date for receipt of applications 10.00am on Friday 13 th November 2020. We will not be able to accept applications after this date, except in exceptional circumstances.								
Salary	<p>Salary is based on Sixth Form Colleges' Association Teachers' pay spine from Points 1-9 (£24,765 - £40,418), depending on experience.</p> <p>There will also be a responsibility allowance of £2,622 per annum paid monthly. This allowance will increase annually as follows:</p> <table border="1"> <tr> <th>Year</th><th>Actual Responsibility Allowance</th></tr> <tr> <td>Year 1</td><td>£2,622</td></tr> <tr> <td>Year 2</td><td>£3,146</td></tr> <tr> <td>Year 3</td><td>£3,670</td></tr> </table>	Year	Actual Responsibility Allowance	Year 1	£2,622	Year 2	£3,146	Year 3	£3,670
Year	Actual Responsibility Allowance								
Year 1	£2,622								
Year 2	£3,146								
Year 3	£3,670								
Interview date	It is anticipated that interviews will be held w/c Monday 23 rd November 2020, Shortlisted candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.								
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.								
Pension Scheme	You will automatically become a member of the Teachers' Pension Scheme (unless you opt-out). Further details are available at www.teacherspensions.co.uk .								
DBS Clearance and safeguarding checks	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.								
Rehabilitation of Offenders Act 1974	<p>The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.</p>								