



SINCE 604 AD

KING'S SCHOOL ROCHESTER

Job Description

Post title: Head of Computing (Removes - Upper Sixth)

Reporting to: Domain Lead (Innovation)

Hours of work: Full-time

Background

King's Rochester is a co-educational, independent school with 640 pupils between the ages of 3 and 18 years, including a small number of boarders. From September 2025 King's will be formed from a Junior School and a Senior School. The size of the school creates a strongly supportive, friendly atmosphere with an emphasis on excellent academic results within a full and rounded co-curricular programme.

The school is situated in the most historic part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high-speed rail link and enjoys excellent road connections to other parts of the country. The school has a long and impressive heritage, having been founded in 604 AD and is part of the Cathedral Foundation. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the school and, in particular, its moral values. The Principal is a member of HMC and the school is also a member of IAPS, the Choir Schools' Association and the Woodard Corporation.

Role: To be responsible to the Domain Lead (Innovation) for the effective delivery and development of Computing throughout the Senior School, from the Removes to Upper Sixth Form.

Key areas of responsibility:

Leadership

- Be responsible for the strategic direction of Computing, across the Senior School, from Remove to the Upper Sixth, producing and implementing a Three-Year Subject Development Plan, in line with the vision, ethos, culture and policies of the School.
- Provide professional leadership and management of the Computing Department in the Senior School (Years 9 to 13) in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all pupils.
- Ensure that the subject provision is coherent, developing knowledge and skills, while providing an explicit focus on transformative competencies.
- Liaise with relevant colleagues in the Junior School to ensure a coherent curriculum.
- Represent the Department's views and interests at Head of Department Meetings and Domain meetings.
- Prepare an annual subject report, including results of public examinations, and attend the follow-up review meeting with the Director of Teaching and Learning or their Assistant.
- Instill high expectations, developing a highly positive profile and reputation for Computing, to promote it throughout the School and provide a point of contact for all

subject-related matters.

- Provide support for subject teachers in dealing with staff, pupils, parents and examination boards.
- Induct, support and monitor new staff in the department, be a mentor to colleagues, including KMT trainees, and encourage collaboration.

Staffing

- Plan and coordinate current and future staffing requirements for Computing, assisting with timetable allocations and rooming in conjunction with the Assistant Director of Teaching and Learning.
- Manage technical support.
- Ensure that appropriate cover and work are set in cases of staff absence.
- Identify CPD needs and keep abreast of INSET opportunities within the subject.
- Lead departmental training.

Teaching, Learning and Assessment

- Oversee the production of Schemes of Work and Programmes of Study for Computing, integrating changes to the examination board specifications and reviewing their appropriateness to the needs of learners, adapting and updating them accordingly.
- Monitor and evaluate all aspects of the work of the department with regular observations, learning walks and work scrutinies, and respond appropriately to emergent issues, ensuring that pupils are supported in their learning journey
- Develop the use of external data (e.g. CEM) within the department as an aid to improving teaching and learning and to aid target-setting with pupils.
- Monitor pupil progress across the department, implementing interventions to support pupils and optimise individual outcomes, working closely with the Director of Teaching and Learning and their Assistant, the SENDCo and Pastoral Staff.
- Manage external examination administration with the Examinations Officer, to include controlled assessment organisation and the moderation of non-examined assessments (coursework).
- Oversee the setting and marking of school examinations and assessment tasks.
- Ensure that public examination entries are accurate and all external non-examined assessments (coursework) and moderation is carried out in accordance with JCQ regulations, examination board and awarding body stipulations, in consultation with the Examinations Officer.
- Ensure consistency, quality and punctuality of interim and full reports and UCAS references
- Ensure identification and provision of extension for the most able and support for the least able.
- Promote cross-curricular dimensions and the development of cross-curricular functional skills: literacy, numeracy and digital literacy.
- Establish and develop links with local schools and university departments.
- Provide subject specific advice to pupils on university applications, personal statement writing and interview practice.
- Attend relevant Parents' Consultation evenings and be "on hand" to provide advice on both A-Level and GCSE results days to support pupils, parents and staff.

Policies and Resourcing

- Maintain a Departmental Handbook.
- Review, develop and ensure consistent application of all academic policies to include feedback, assessment and reporting.
- Ensure that school-wide policies are applied consistently.
- Organise, store and order teaching and learning resources.
- Submit an annual academic budget and manage the departmental account.

- Plan and oversee all trips within the subject.

Marketing

- Market the subject to both internal and external pupils and parents through the organisation of and attendance at taster and open days, information evenings and external events.
- Maintain good classroom displays and, as required, displays around the school.
- Ensure a strong subject presence on the school website and other school and external publications.

As a Teacher and Head of Subject

Departmental Policy, Administration and Resources

- Be conversant with departmental aims and objectives, schemes of work, external syllabuses, and assessment and reporting policy, and share in departmental administration and policy-making.
- Manage efficiently, and take good care of, departmental resources entrusted to the subject teacher's care.

Teaching, Assessment, Recording and Reporting

- Plan and teach lessons in keeping with the departmental scheme of work and public examination syllabuses.
- Set prep. (homework) in accordance with the prep. timetable, and check that it is being completed efficiently by all pupils.
- Monitor pupils' progress by regular marking, testing and record keeping, organising appropriate interventions, liaising with the Learning Support department where necessary.
- Write reports in keeping with the school's reporting system and to attend parents' meetings as required.
- Promote sound standards of punctuality, discipline and work within teaching groups, utilising the school sanctions and rewards (King's Points) system when necessary.

General Responsibilities

- Maintain good order and discipline among pupils and safeguard their health and safety both on the School campus and on organised events outside school.
- Supervise, as required, groups of pupils engaged in private study, and the classes of absent staff.
- Attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term-time.
- Carry out, in an efficient manner, a share of routine duties in accordance with published rotas.

Pastoral responsibilities

- Act as a House Tutor.
- Attend assemblies and Cathedral services.
- Contact parents proactively.
- As a House Tutor, write pastoral reports when required.
- Attend meetings with parents, including Parents' Evenings, as and when required.
- Liaise with Learning Support and Medical staff and any other professionals, as and when necessary.

Co-curricular Responsibilities

- Support the School's extensive co-curricular programme, running/assisting with one activity per term.

Whole-School Responsibilities

- Commit to safeguarding and the promotion of the welfare of children and young people.
- Assist in the promotion of the School's reputation and in marketing activities as required, including Open Mornings.
- Adhere to all the School's Policies.
- Carry out any additional task that the Principal deems necessary for the effective operation of the School.

Person Specification

	Essential	Desirable
Education and qualifications:	<ul style="list-style-type: none">● Bachelor's degree or above in relevant subject area.	<ul style="list-style-type: none">● Recognised teacher qualification status.
Specialist knowledge and skills:	<ul style="list-style-type: none">● Strong A-Level subject knowledge;● Experience of teaching Computing at A-Level.	<ul style="list-style-type: none">● Experience of working in a boarding school;● Experience of working with pupils who have English as an Additional Language.
Skills and Abilities:	<ul style="list-style-type: none">● Maintain high standards of teaching and learning;● Enable pupils to deliver strong academic results;● Maintain positive relationships with colleagues, pupils and parents.	<ul style="list-style-type: none">● Experience of teaching Computing or ICT at KS2.
Personal Qualities:	<ul style="list-style-type: none">● Actively support the ethos of King's Rochester;● A commitment to the holistic development of pupils through involvement in co-curricular and pastoral activities.	<ul style="list-style-type: none">● Demonstrate a keenness to undertake continuing professional development.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the School. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

King's School, Rochester is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age,

sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

King's School, Rochester is committed to safeguarding and promoting the welfare of children and fulfils all its responsibilities under current Child Protection and Safeguarding legislation in accordance with good practice in the care of young people, especially those living away from home. We expect all staff and volunteers to share this commitment. The appointment will be conditional upon successful outcomes of these checks and also on successful Enhanced DBS and Children's Barred List checks.

Candidates will be expected to undergo Child Protection screening appropriate to the post including Disclosure and Barring Service checks and allow checks on their background and identity including checks with past employers and suitable referees

The School has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.