



Head of Computing

Job Description

Job Title:	Head of Computing
Reports to:	Principal (or as directed by the Principal)
Salary Scale:	MPS / UPS plus TLR2B
Duration:	Permanent
Start Date:	September 2026
Responsible for:	Learning Area staff and the provision of an appropriate learning experience for all students.

Key Accountabilities, Duties and Responsibilities

All staff are expected to have a clear understanding of the aims, objectives and ethos of the school, and an awareness of its role in the community. It is essential that the academic and pastoral frameworks of the school are seen as inter-related.

Purpose

As Head of Computing, you will:

- Be accountable for raising standards of pupil/student progress in all Key Stages, including enhancing the teaching practice of others.
- Lead, manage and develop the curriculum ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils/students studying in the department, in accordance with the aims and priorities of the school.
- Manage effectively financial and physical resources within the department including the deployment of teaching and support staff.
- Contribute to the development of a curriculum model that stretches and inspires all students.

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document and such specific additional duties which form part of this job description. All staff are expected to play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage and ensure staff and pupils/students follow this example.

Strategic planning / operational

You will play a lead role in raising standards of student progress and attainment for all pupils/students by:

- Working co-operatively with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils/students and the aims, objectives and strategic plans and priorities of the school.
- Overseeing and managing all staff to ensure the work of the department fully reflects the school's ethos and aims.
- Actively monitoring and tracking pupil/student progress devising strategies to address underachievement, including setting pupils/students' individual targets.
- Carrying out sef for the department which will form part of the sef for the faculty.
- Identifying and inputting into the Faculty Improvement Plan (FIP) which is drawn from the schools School Improvement Plan (SIP).

Curriculum provision and development

You will be accountable for the development and delivery of Computing, including leading curriculum development of the department by:

- Liaising with relevant members of the SLT/Head of Faculty, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme.
- Ensuring the development of appropriate syllabuses, resources, schemes of work, marking, feedback and assessment policies, and teaching and learning strategies within the department are implemented.
- Keeping up to date with national developments in the curriculum area, and teaching practice and methodology, including research reviews from Ofsted and similar bodies.
- Liaising with the senior lead/Examinations Officer to maintain accreditation with relevant examination and validating bodies.

Staffing and Staff development

You will be responsible for the day-to-day effective management and motivation of staff within the department, following the school's HR procedures and including:

- Undertaking Performance Management review(s);
- Acting as Team Leader for a group of staff within the designated departments;
- Identifying and supporting staff development needs;
- Dealing with staff absence and cover arrangements;
- Participating actively in the school's ITT, Training School and Specialist School programs, as required.
- Working collaboratively to ensure that the department's teaching commitment is effectively and efficiently timetabled and roomed within the constraints of the school accommodation.

Management of Resources

- You will be responsible for managing the allocated resources of space, money and equipment efficiently within the limits, guidelines and procedures laid down, including acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Quality Assurance and Management Information

You will be required to implement fully all school quality assurance procedures and ensure adherence to those within the department by:

- Monitoring and evaluating the curriculum area in line with agreed school procedures including evaluation against standards and performance criteria.
- In conjunction with the head of faculty, managing the department's collection of accurate and timely data and producing reports within the quality assurance cycle for the department, including those which may be required by the governing body.
- Establishing and maintaining the process of setting challenging targets for the department and working towards their achievement.
- Contributing to the school procedures for lesson observation.
- Ensuring the maintenance of accurate and up-to-date information concerning the department.
- Identifying and taking appropriate action on issues arising from data, systems and reports.

Marketing and Communication

You will be expected to ensure that all members of the Computing department are familiar with its aims and objectives and you will lead the development of effective subject links with partner schools and the community, by:

- Representing the department's views and interests, as relevant.
- Ensuring effective communication and consultation, as appropriate, with parents of pupils/students.
- Attending where necessary external events and effectively promoting subjects at open days/evenings and similar.
- Liaising with partner schools in and outside of the Trust, further and higher education institutions, examination boards, awarding bodies and other relevant external organisation.

Pastoral

All staff are responsible for safeguarding and promoting the welfare of pupils including by: monitoring and supporting attendance, the overall progress and development of pupils/students within the departments, setting individual targets and monitoring/taking action as necessary. You will be expected to:

- Act as a Form Tutor and to carry out the duties associated with that role.
- Contribute to PSHE work, in particular those related to the Computing curriculum at each key stage.
- Ensure the Behaviour Management system, including rewards and sanctions, is implemented consistently in the department so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, including Key Stage 5, commensurate with the grade of this post.

Additional duties

- To play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage and ensure staff and pupils/students to follow this example.
- To ensure the faculty contributes to our extensive enrichment / intervention programme
- To attend all Parents' Meetings relevant to the teaching of the faculty.

Other specific duties

- To continue professional development.
- To engage actively in the appraisal review process.
- To lead on a specific area of responsibility to support the aims of the faculty.

Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Leadership responsibility for ensuring compliance with equality legislation.

Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust. Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The school as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description is correct at the date of publication and may alter over time as the needs of the School/Trust changes.

Declaration

I confirm that I have read and accept my job description.

Full Name	
Signature	
Date	

Person Specification

Qualifications and Experience

- Qualified teacher status and evidence of further professional development.
- Experience in schools where students are drawn from diverse backgrounds.
- Experience of teaching to a high standard in secondary education.
- Experience of subject leadership in a post of responsibility (preferred).

Knowledge

- An understanding of current national policies, curriculum developments and the statutory and legal framework within your subject area.
- An understanding of appropriate strategies that will contribute to the further raising of pupil attainment, in a school with a high proportion of pupils for whom English is an additional language.
- An understanding of the issues of inclusive education.
- An understanding of relevant management issues including leadership of teams of people.
- An understanding of the use of IT to support learning and teaching.
- Knowledge of up-to-date matters of curriculum development.
- Knowledge of Computer science studies at Key Stage 4 and 5.

Skills

- The ability to manage budgets and resources effectively.
- Demonstrate strategic thinking and planning to realise the vision and aims of a department / key stage area.
- The ability to process, analyse and use data to inform decisions and raise standards of teaching and learning.
- The capacity to develop good pedagogy and practice in learning and teaching.
- The ability to contribute to the professional development of others.
- Capacity to lead others in whole team improvement projects.

Personal Attributes

- Has a commitment to his/her own continuing professional development.
- Presents a positive role model in carrying out duties and when representing the school.
- Can work effectively as part of a team.
- Is able to work under pressure and meet deadlines.
- Values the education of young women.
- Possess integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors and parents in promoting the values, ethos and standards of the school.

Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks.