

Job Description

Job Title: Head of Computing

Department/Group: Computing

Hours of Work: Full Time

Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to the contract of employment between the teacher and the Trustees of Tithe Academy and the provisions in the General Guidance on Job Description/Conditions of Service of Teachers as included in the document on Teachers' Pay and Conditions. This is a TLR2C post where responsibilities include having an impact on educational progress beyond the teacher's assigned students; leading, developing and enhancing the teaching practice of others; having accountability for leading, managing and developing a subject or curriculum area or student development across the board and line management responsibility for a number of people.

This role is assigned a TLR2C in recognition of the additional whole-school leadership responsibilities beyond the standard duties of a typical Head of Department.

Purpose of Post:

To lead the Computing Department, develop the whole school digital literacy curriculum and to raise standards through effective curriculum delivery in this area.

Key tasks:

1. To work with a senior leader to ensure there is effective teaching and learning in the Computing Department.
2. To ensure the effective delivery of the National Curriculum for Computing across KS3, KS4 and KS5.
3. To ensure the effective delivery of the GCSE, A Level and vocational qualification specifications for Computing at KS4 and KS5.
4. To be responsible for the co-ordination, organisation and administration of the Computing Department.
5. To make full contribution to the life of the school.

Leadership of Department:

1. Promoting a vision which will lead the Department.
2. Leading by example the work of the Computing Department team and the students.
3. Ensuring the good learning of all students in Computing.
4. Identifying, monitoring and ensuring good academic progress of all the students in Computing.

5. Ensuring that the Computing Department has good schemes of work which are regularly monitored and reviewed
6. Monitoring and ensuring the good quality of work for all members of the Computing Department.
7. Supporting teachers, particularly ECTs, appropriately.
8. Identifying and implementing appropriate developments with regard to curriculum, syllabus and programmes of study in Computing.
9. Maintaining good standards of student behaviour and work in Computing lessons in line with the School Behaviour for Learning policy.
10. Teaching a timetable commensurate with the post.

Effective delivery of National Curriculum KS3, KS4 and KS5:

1. Ensuring that all requirements of the National Curriculum for Computing at KS3 and KS4 and those of qualification specifications at KS4 & KS5 are met.
2. Ensuring that there is pace, challenge and good student progress in all Computing lessons.
3. Implementing good procedures for lesson preparation, homework and the setting of work for all absent staff so as to ensure consistency and continuity.
4. Allocating resources and ensuring their effective use.
5. Ensuring that assessment is implemented in line with the school's Assessment Policy.
6. Ensuring a good learning environment which supports effective work in Computing.
7. Sharing good practice in teaching methodology through observations, discussion and developmental initiatives for the Computing Department.
8. Regular monitoring and evaluation of the work of the Computing Department.
9. Ensuring good use is made of digital technology in Computing lessons.

Co-ordination, Organisation and Administration:

1. Organising departmental meetings for curriculum discussion, planning and development.
2. Ensuring that complete records of Computing work are kept.
3. Ensuring that reports are completed according to school policy and statutory requirements.
4. Ensuring that full co-operation and information regarding student progress is given to parents and other relevant bodies.
5. Appropriate liaison with Heads of Year and Learning Support.
6. Co-ordination of the programme of visits or extra-curricular activities to ensure curriculum continuity across all Key Stages.
7. Organising enrichment activities that will enhance and promote the works of the Computing Department.
8. Negotiating termly and annual targets with department staff as necessary.
9. Providing any information or reports to the Governing Body for Governors' Curriculum Working Party and the full Board of Trustees.

Leadership of the digital literacy curriculum:

1. To contribute to the staff PD programmes which promote safe, responsible, and effective use of digital tools across the school to enhance student learning experiences.
2. To collaborate with the Designated Safeguarding Lead (DSL) and Assistant Headteacher (AHT) to identify and analyse emerging online safety trends within the student population using online monitoring software.
3. To lead the development and implementation of targeted interventions to address online safety concerns based on trends identified through monitoring.
4. To design and implement a comprehensive, school-wide digital literacy curriculum that includes e-safety, responsible use of digital platforms, and artificial intelligence.
5. To create reports to the local governing body on the developments with the school-wide digital literacy curriculum plans.

Contribution to management:

1. Working with the whole school for the success of Rooks Heath School.
2. Contributing to the development and implementation of the School Improvement Plan.
3. Implementation of school policies.
4. Participation in management meetings.
5. Implementing Health and Safety procedures in the Computing Department.
6. Participation in the school's performance management process.
7. Liaison with colleagues who carry cross-curricular responsibilities.
8. Liaison regarding student welfare and behaviour.

Teaching duties:

1. To teach Computing throughout the School in KS3, KS4 and KS5.
2. To ensure good curriculum delivery through good preparation and quality teaching.
3. To set, mark and record homework according to the homework timetable.
4. To monitor and record pupil progress according to the school's assessment policy.
5. To maintain good student behaviour in accordance with the school's behaviour for learning policy and procedures and encourage good practice with regard to punctuality, attendance and standards of work.
6. To teach using a range of pedagogical approaches which meet the needs of all students, securing good progress.
7. To assess, record and report on the attainment, attendance and progress of students keeping such records as required.
8. To assess students' work in line with the school's policies and procedures referring to student performance targets.
9. To provide pastoral support to students.

10. To adapt teaching to meet the needs of students with special educational needs where appropriate.	
11. To run intervention or extra-curricular sessions.	
Tutor/Co-Tutor:	
1. To act in accordance with the guidelines given by the Head of Year. 2. To liaise with the Head of Year in implementing the school's pastoral policies. 3. To organise the checks and controls that take place during tutor time. 4. To register students. 5. To monitor student Link Books. 6. To communicate with parents/carers as appropriate. 7. To attend Year Team meetings as arranged by the Head of Year. 8. To engage with students and help build relationships within the tutor group.	
Contribution to the whole life of the school:	
1. To attend all necessary meetings, including Parents' Evening and appropriate Working Party meetings. 2. To support the aims and ethos of this school. 3. To adhere to all school policies. 4. To engage actively in the performance appraisal process and undertake professional development as agreed. 5. To work co-operatively as a member of a team. 6. To report any stranger on site. 7. To be a member of one of the pastoral year teams. 8. To fulfil the Terms and Conditions of Service, as laid down in the current "Pay and Conditions of Service for Teachers". 9. To carry out any other duties as reasonably directed by the Headteacher.	
Line Management:	
The appointed Head of Department will be line managed by the Assistant Headteacher – Digital Technology & Innovation and will be responsible to them for all matters relating to curriculum and learning. As a Form Tutor or Co-Tutor, the appointed person will be line managed by the Head of Year for that particular year group.	
Last Updated:	January 13, 2025