



JOB DESCRIPTION

Job title:	Head of Computing and E-Learning
Working hours:	Full time and in line with STPC
Salary:	MPR/UPR + TLR
Accountable to:	Assistant Headteacher

1. Employment Duties

- This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document. All teachers within the school should carry out their roles and responsibilities in line with the 'Professional Standards for Teachers in England' document. Upper Pay Range (UPR) teachers should also meet the relevant UPR standards and responsibilities.

2. Main Responsibilities of the Role

Learning and Teaching

- To model the highest possible standards of teaching at all times.
- To understand the needs of all groups of learners in the department, being responsible for their progress and development.
- To ensure effective and personalised support for learning for all students in the department.
- To define and implement intervention or development strategies to ensure all students work consistently and effectively to their personal best.
- To help monitor, develop and enhance the teaching practice of others.
- To promote the aims, objectives, ethos and public image of the department, establishing the highest standards of attainment, attendance, behaviour and commitment for all students.

Curriculum

- To lead the development and implementation of an inspiring, well sequenced and ambitious modern curriculum at all Key Stages.

- To promote cross curricular themes within the curriculum, in line with school expectations and priorities.
- To keep up-to-date with national developments in Computing, pedagogy and methodology.
- To create and source a variety of well selected, appropriate resources in order to facilitate effective learning and teaching.
- To ensure that assessment is robust and in line with school expectations, standardising assessed work across the department.
- To develop a shared understanding with parents and carers of the curriculum, approach to learning and the standards of work expected, establishing a partnership which involves them in their child's learning as well as providing information about attainment, progress and targets.

Whole school responsibilities

- To coordinate and lead a whole school approach to e-safety, leading training for staff and students across all Key Stages and supporting the work of our pastoral teams.
- To lead staff e-learning training and to support colleagues to further develop their use of e-learning in line with whole school priorities. Currently the school uses GSuite and a variety of subject specific platforms.
- To play an effective part in the pastoral support and care that the school offers for all of our students, building all relationships on mutual trust, confidence and respect.
- To offer and promote extra-curricular opportunities in Computing.

Other specific responsibilities

- To operate at all times within the school's Equal Opportunities framework
- To take responsibility for implementing the school's safeguarding and child protection policies and procedures, demonstrating a commitment to promoting and safeguarding the welfare of our students.
- To act in accordance with the school Health and Safety policy, taking responsibility for all Computing teaching environments and adhering to/developing relevant risk assessments.
- To comply with the school's Data Protection policy.
- To participate in training and other learning activities, including sharing of good practice and participation in internal training sessions.
- To undertake such other duties and responsibilities deemed reasonable, as may be determined by the Headteacher or nominated representative (in conjunction with the post holder).