



Job Title: Subject Lead – Computing and IT

PURPOSE OF THE JOB The post holder will be responsible for the day to day running of the Computing and IT Department as well as delivering a full teaching timetable, which includes a time allowance for the Subject Lead responsibility. A willingness to participate in extracurricular activities will also be expected.

DUTIES AND RESPONSIBILITIES In addition to general teaching duties which include teaching, planning, monitoring, assessment, reporting, recording, accountability, in-depth subject knowledge and understanding and professional standards and development, the Subject Lead must also be able to provide effective leadership which continually enhances the quality of learning and achievement.

These responsibilities include:

Management and Leadership

- To inspire pupils and colleagues by personal example, leading through high expectations and hard work.
- Creating a vision, sense of purpose and pride in the subject
- To co-ordinate the production and maintenance of the subject documentation, including schemes of work.
- To be responsible for continuously improving the quality of teaching and learning
- To play a major role as a middle manager in the development of all aspects of the School, including its policies and their implementation.
- To develop and maintain effective methods of communication with pupils, parents, colleagues and SLT
- To implement school assessment and target setting policies regarding tracking data and monitor and evaluate achievement and attainment of individual pupils and students in Computing/IT

Resources and Budget

- To manage department stock, resources and finances effectively and efficiently.

Curriculum and Departmental Development

- To contribute towards continuity and progression within the whole school curriculum.
- To oversee the subject development plan, its implementation and the part it plays in the whole school development plan.
- To develop comprehensive schemes of work which include a range of teaching and learning tools to provide a rich experience for pupils

- To incorporate a variety of assessment methods to ensure accurate judgments on pupil progress.
- To develop departmental strategies for the pupils spiritual, moral, social and cultural development in line with the School's curriculum model.
- To monitor and evaluate the teaching in the subject and identify strategies to enable and support consistency of practice amongst the teachers
- To develop departmental strategies for teaching and learning for pupils with special educational needs and those where English is their second language.
- To co-ordinate subject administration such as the annual results analysis.
- To organise and lead field trips to provide enrichment opportunities for pupils.

Liaison and Communication

- To meet regularly with the line manager for professional support and to develop effective departmental management strategies.
- To oversee and monitor examination entries and to work effectively with the examinations officer.
- To liaise with other departments to ensure schemes of work are integrated and developed effectively.
- To work with the non-teaching staff on matters relating to Health and Safety, maintenance and cleaning.
- To provide helpful, prompt and accurate responses to parental enquires and correspondence.
- To liaise with Marketing and Admissions over departmental news, stories, developments and correspondence.

Professional Development

- To keep up to date with developments and new ideas related to the subject. To assist and carry out any reasonable requests discussed with your line manager.

Other

- Form tutor role

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to participate in the School performance review procedures. The post holder will be required to attend statutory and mandatory training. Safeguarding and Child Protection It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Fulneck School's Safeguarding and Child

Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

Information Security, Confidentiality and Data Protection

During employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership. Health and Safety Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes cooperating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.

Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Qualified teacher status	✓		A
Good honours graduate in a relevant subject	✓		A
Commitment to personal/professional development	✓		I

Experience	Essential	Desirable	Assessment
Experience of teaching to teaching GCSE	✓		A/I
Experience in A Level teaching (Computer Science and IT qualifications)	✓		A/I
Experience of successfully organising trips/visits to support the curriculum		✓	A/I
Experience of administration in relation to examination entries		✓	A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Secure knowledge and understanding of the concepts and skills in specialist subject	✓		A/I
Clear understanding of the curriculum and its assessment	✓		A/I
Ability to employ a range of effective teaching, learning styles and assessment methods	✓		A/I
Ability to use assessment data to inform planning and set targets	✓		A/I

Ability to access and use classroom relevant research and inspection evidence to improve teaching and learning in subject	✓		A/I
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Teaching and Learning	Essential	Desirable	Assessment
Ability to raise achievement for all	✓		A/I
Committed to ensuring excellent standards of behaviour	✓		A/I
Excellent communication skills	✓		A/I
Ability to use assessment data to inform planning and set targets	✓		A/I
Ability to access and use classroom relevant research and inspection evidence to improve teaching and learning in subject	✓		A/I
Committed to role of tutor for a group of students and the benefits of pastoral care	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Excellent role model for staff and students	✓		A/I
Ability to generate ideas and drive initiatives	✓		A/I
Willingness to contribute to extra-curricular activities	✓		A/I
Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues	✓		A/I
Highly motivated and able to inspire students	✓		A/I
Enthusiastic and committed	✓		A/I
A passion for teaching	✓		A/I
A forward-thinking approach	✓		A/I
Ability to be reflective and self-critical	✓		A/I
Display calmness under pressure	✓		A/I
A commitment to the whole life of a busy boarding community	✓		A/I

Assessment Key

A - Application Form

I - Interview