Job Description

Head of Computer Science

Job Role Specification

Outline of Department

The KS3 curriculum has undergone changes over the last few years and is very much focused on the computing curriculum. We have embedded a number of programing languages and activities into our scheme of work. Computer Science is a rapidly growing subject within the school and so experience teaching the GCSE specification would be advantageous. In the Sixth Form, students follow the OCR linear specification. Usually about 90% of all A Level results in the Sixth Form are grades A or B. The department is looking to expand the Computer Science curriculum from Year 7-11 offering a wide variety of applications to each year group. The department has successfully built up a number of programing based clubs and are always looking at expanding the extra-curricular opportunities offered to students.

All teaching rooms are fitted with 65" interactive touch screen TVs and up to date computer machines. Students get one 60-minute lesson of Computing each week in years 7 and 8. These lessons are taught in mixed ability groups.

From time to time students take part in a variety of Computer Science related competitions both locally and nationally.

In addition, ICT is used extensively across the whole curriculum at Bristol Grammar School to aid learning and teaching. The School has 7 dedicated computer suites and has many banks of laptops to supplement departmental access. The School has a total of almost 500 computers for students' use.

At the heart of our school computer network we have a VMWare virtual server environment with storage area network hosting a series of Windows servers.

There is network coverage of the whole school, with fibre connection to each building on our extensive site, and wireless coverage is provided across the whole school. The school has a reliable high speed internet connection allowing its regular use across the curriculum and increasing amounts of remote access for staff and students.

SharePoint has been installed to provide the school's intranet and VLE. Staff and students have access to this and their e-mails from home. The school is also integrating the Sims Learning Gateway into SharePoint where parents will be able to view information held on the school's MIS. SharePoint is continually under development but already includes centralised resources to support learning and teaching and will soon be used to improve communication with parents.

All Upper School teaching staff have been issued with an iPad and a laptop. Every pupil in the school has been issued an iPad to enhance their learning experience.

Professional development is considered very important and all members of staff have the opportunity of attending external courses to enhance their development and to then share expertise from the courses with the rest of their Department. Departmental meetings take place most weeks.

Duties and Responsibilities

The post-holder will be expected to:
- offer a specialist background in Computer Science
- demonstrate the skills, knowledge and understanding of a highly-competent teacher and contribute fully to the continuing development of ICT and Computing within the School
- contribute fully to the teaching of ICT and Computing

- keep up-to-date awareness of current issues relating to Computer Science teaching
- possess drive, expertise and enthusiasm
- be well-organised and disciplined when it comes to administrative duties
- possess a sense of humour and an optimistic, resilient style when faced with pressure
- be able to communicate well with children and young people and have an understanding of safeguarding and promoting the welfare of young people and in particular be prepared to demonstrate:
  - Motivation to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with any challenging behaviour
  - Professional attitudes to use of authority and maintaining discipline.

A successful Department is one that not only produces good examination results, but which generates enthusiasm, enjoyment and a sense of purpose among students and staff. We aim high at Bristol Grammar School and are proud to do so, inspiring a love of learning, fostering intellectual independence, and promoting self-confidence and a sense of adventure among our students. The Head of Department has an important part to play in this and will set his / her sights high in everything they do. Successful Heads of Department are leaders, not just managers, leading by example through excellent teaching, outstanding organisation, patience, understanding and empathy, as well as knowledge of the 'bigger picture' and the place the Department has in the priorities of the School. To be a Head of Department is a great achievement and the position is held in high esteem.

All Heads of Department are responsible to the Headmaster for the proper discharge of their duties. The overall direction of Heads of Subject is, however, delegated by the Headmaster to the Deputy Head who is responsible for Learning and to the Assistant Head (Curriculum). The Head of Computer Science will be responsible for:

- The leadership, oversight and good management of the Department.
- Ensuring that the quality of learning is at its very best in the Department. This will be brought about through such things as close observation of students' work, both within and outside of the classroom, carrying out work scrutinies and student voice work, as well as analysis of data.
- Ensuring that the quality of teaching is at its very best, leading on new learning and teaching innovations in the subject, helping to facilitate all staff in the Department to discuss their teaching and develop new pedagogical techniques. This will be brought about through such things as lesson observations, being observed, advising on delivery of schemes of work, sharing of good practice and regular Department INSET on teaching styles and techniques.
- Setting the direction of the Department, with reference to the School's priorities, through the Department's Review and Plan document.
- The planning, organisation and review of the courses taught in the Department. The publication of the schemes of work, both internally for Department use, as well as on the School website for parents to access (in a shortened form).
- Liaison with the appropriate learning co-ordinator in the Junior School and ensuring that we are 'One School' as far as possible within schemes of work.
- The preparation and submission of an annual budget and the use of the budget allocated to the department for upkeep of stock, equipment and accommodation.
- The integration and induction of all new teachers to the Department. Supervision and observation of teachers during their probation period.
- The supervision and oversight of student teachers and liaison with the Director of CPD.
- The timetabling of Departmental staff to provide a fair and comprehensive spread of work.
- Ensuring that the School's homework policy is implemented within the Department.
- Ensuring that marking is in accordance with the agreed marking policy of the Department.
- The conducting of regular meetings, ensuring active and relevant participation of staff in departmental organisation. To promote the professional development of the staff in the Department by devising a suitable responsibility structure and encouraging in-service training.
- The progress of students, their welfare and the discipline within the Department, in line with the stated aims and objectives of the School, liaising with Head of Year 7, Academic Tutors and Heads of House where appropriate; the maintenance of adequate records; the allocation of grades as required by the School; and advice to students on choice of subjects to be taken at both GCSE and at A Level.
- The internal and external departmental examination policy and administration.
- Appraisal of members of the Department and associated Support Staff, including formal lesson observations.

- The organisation and co-ordination of trips, visits and co-curricular activities that may add enrichment to the day-to-day teaching of the Department and to the holistic development of students.
- Ensuring effective departmental channels of communication. Holding and taking minutes of regular formal meetings as well as holding informal meetings as the need arises.
- Liaison with Form Tutors, Heads of House, Year Heads and Directors of Studies regarding the work of individual students. Responding to concerns of Heads of House, Year Heads and Director of Studies regarding the professional work of any member of the Department.
- Production of stimulating displays in and around the Department and ensuring a high standard of up-keep in those rooms used by the Department.
- Assisting the Headmaster as required with the appointment of new members of the Department.
- Participation in the interview and examination of candidates for entry to the School.
- Occasional presentations to governors and parents.
- Ensuring the Headmaster is informed of developments in teaching and examinations and of the possible implications these may have for Bristol Grammar School.
- Ensuring that all activities undertaken in the Department conform to current Health and Safety legislation and that Risk Assessments are completed and stored as required.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department
- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Taking part in the appraisal procedures
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games. The person appointed may also make a contribution to activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

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Candidate Specification

It is expected that the Head of Computer Science will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable

	L	I	E/D
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I	E
Have experience of teaching KS3, KS4, KS5 and of preparing students for Oxbridge entrance	L		D
Be a graduate in Computer Science or a closely related discipline	L		E
An enthusiastic and approachable nature		I	E
A sense of humour and an optimistic, resilient style when faced with pressure		I	E
The ability to develop good working relationships with all members of the School community	L		E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I	E
Be able to create a challenging and effective learning environment for all students	L	I	E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I	E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I	E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L		D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: ● Motivation to work with children and young people ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Emotional resilience in working with any challenging behaviour ● Professional attitudes to use of authority and maintaining discipline ● Understanding of safeguarding and promoting the welfare of young people	L	I	E

Working hours and conditions

Working Hours   Normal working hours will be those necessary to carry out the duties of the post as Head of Computer Science.

Salary   The salary will be determined by the BGS Teachers' Scale.

Pension   The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.

Lunch   School lunch is provided during term time.

Education   At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.

Sports Facilities   Free use of school sports facilities.

Library   Free use of the school Library.

Car Parking   No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr JM Barot. Please send to the HR Department, BGSHR@bgs.bristol.sch.uk (Bristol Grammar School, University Road, Bristol, BS8 1SR)

The closing date for applications is Monday, 17 June 2019, at 9am

Interviews will be planned for the week commencing 24 June 2019.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.