



KEBLE PREP

Educating boys and girls aged 3 - 13

Head of Computer Science Candidate Information Pack



INTRODUCTION

“Children make excellent progress in communication, language and literacy”

- ISI inspection, June 2025

At Keble school, the Head of Computer Science is responsible for leading and developing a dynamic and forward-thinking Computer Science curriculum across the whole school, ensuring high standards of teaching, learning and pupil achievement. Working in collaboration with the Deputy Head, the role involves strategic planning, curriculum innovation, staff support and the effective management of resources to promote digital literacy, computational thinking and responsible technology use. The Head of Computer Science will foster an engaging learning environment that inspires pupils' curiosity, creativity and confidence in technology, while ensuring the department contributes positively to the wider academic and pastoral life of the school.

Closing date for applications: 9.00am on Tuesday 5 May 2026.

Interviews: Week of Monday 11 May 2026

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Reporting To

DEPUTY HEAD

A part of

MILL HILL EDUCATION
GROUP

THE SCHOOL

Keble Prep

Keble provides an excellent all-round education, combining high academic standards with opportunities for children to achieve in Sport, Music, Drama and a broad extra-curricular programme. An education that develops the abilities and enthusiasm of every child.

At Keble, each student is encouraged to think independently, to be continuously inquisitive and reflective. Each individual pupil is valued and encouraged to uncover and nurture their talents, whilst celebrating their achievements.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



OVERVIEW

PURPOSE OF THE ROLE

In collaboration with the Deputy Head, the Head of Computer Science is responsible for the leadership, development and effective management of ICT and Computer Science across the school.

General Responsibilities

- Produce, implement and maintain appropriate schemes of work for Years 3–8
- Monitor, evaluate and review the departmental handbook, including policies and procedures
- Oversee the selection, maintenance and effective deployment of departmental resources
- Identify budget requirements and manage the departmental teaching budget
- Keep up to date with national initiatives and developments within ICT and Computer Science
- Participate fully in the staff appraisal process in relation to departmental performance
- Provide support and guidance to teaching staff, particularly within the Pre Prep, regarding curriculum delivery
- Attend Academic meetings and collaborate on cross-curricular initiatives
- Monitor and evaluate pupil progress using assessment data using Seesaw or Teams
- Produce and review an annual departmental development plan
- To design and implement wall displays that promote a positive learning environment and reinforce key concepts, values, and achievements for pupils
- Ensure compliance with relevant statutory requirements and legislation, including Health and Safety and SEND regulations
- Complete annual safeguarding training and KCSIE updates
- To oversee the Data protection role for the school within the Mill Hill Education group

Curriculum Leadership

- Lead, shape and implement the strategic development of the Computer Science curriculum and digital strategy across the school
- Plan and prepare lessons within agreed schemes of work suitable for the age range and ability of pupils
- Deliver engaging and motivating lessons that promote pupil progress and achievement
- Maintain and develop strong subject knowledge and professional expertise

Teaching and Learning Responsibilities

- Maintain a safe, purposeful and well-organised learning environment
- Check, maintain and develop subject resources required for effective teaching
- Mark pupils' work regularly and provide clear written and verbal feedback
- Differentiate teaching to meet the needs of all pupils, including those with specific learning needs and diverse cultural backgrounds
- Assess pupils and assign grades in accordance with school and departmental policies
- Report to parents on progress, effort and attainment in line with the school reporting cycle and staff handbook

Pastoral Responsibilities within the Prep School

- Establish a positive, supportive, and inclusive form environment by monitoring pupils' wellbeing, behaviour, and personal development.
- Promoting high standards of conduct, respect, and responsibility and acting as the first point of contact for pastoral concerns.
- Supporting pupils' emotional, social, and academic needs; referring concerns appropriately in line with safeguarding procedures
- Fostering positive relationships and a strong sense of belonging within the form group

Wider School Contribution

- Support key school events including performances, trips, weekly extra-curricular activities and wider school initiatives
- Contribute positively to the wider life and community of Keble School

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING

- An excellent practitioner with proven skills through experience and training
- Qualified Teacher Status
- The ability to teach a second subject would be advantageous
- A creative approach to teaching and learning
- A commitment to continual school improvement

ABILITIES, SKILLS AND ATTRIBUTES

- Excellent collaborative and team work skills
- A flexible, proactive and willing attitude
- An enthusiastic and positive demeanour
- A professional approach to the workplace and relationships with colleagues, parents and pupils
- A willingness to develop professionally
- Excellent organisational skills
- Stamina and capacity for hard work
- A sense of humour
- Warmth and kindness



HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Tuesday 5 May 2026**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.



Keble Prep. A part of the Mill Hill Education Group.



We offer a happy space, a growing space and a learning space.



Keble Prep

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