

Position Title: Head of Computing and IT (Secondary)

Role Overview:

As the Head of Computing and IT (Secondary) at Malvern College Egypt, you will play a pivotal role in providing leadership, strategic direction, and coordination for the Secondary Computing and IT Department. You will be responsible for fostering a dynamic and innovative learning environment that promotes excellence in Computing and IT education and ensures the academic success of our students.

Key Responsibilities:

1. Curriculum Development:

- Design, implement, and continuously enhance the Computing and IT curriculum, ensuring alignment with international standards and the school's educational objectives.
- Stay abreast of developments in Computing and IT education and integrate innovative teaching methodologies to enhance student engagement and understanding.

2. Leadership and Management:

- Lead and manage a team of dedicated Computing and IT teachers, providing guidance, support, and professional development opportunities.
- Foster a collaborative and positive working environment within the Computing and IT Department.
- Ensure the accuracy and completeness of examination entries.

3. Quality Assurance:

- Establish and maintain high standards of teaching and learning within the Computing and IT Department.
- Conduct regular assessments and evaluations to ensure the effectiveness of teaching methods and student outcomes.

4. Resource Management:

- Manage and allocate resources efficiently, materials, and technology, to support effective Computing and IT education.
- Collaborate with relevant stakeholders to secure necessary resources for the department.

5. Student Support:

- Implement strategies to support the academic development of students within the Computing and IT Department.
- Provide guidance to students in their subject choices, career aspirations, and extracurricular IT-related activities.

6. Parent and Stakeholder Engagement:

- Establish effective communication channels with parents and guardians to keep them informed about their child's progress in Computing and IT subjects.

- Collaborate with the wider school community and external stakeholders to enhance the reputation of the Computing and IT Department.

7. Compliance and Inspection:

- Ensure compliance with relevant educational standards and accreditation requirements.
- Participate in accreditation processes and contribute to the continuous improvement of the school.

8. Professional Conduct:

- Uphold high ethical and professional standards in all interactions with students, colleagues, and parents.
- Adhere to school policies and contribute to the positive school culture.

All other duties as directed by the headteacher.

Qualifications and Experience:

- A Bachelor's degree in a relevant Computing and IT discipline, with a postgraduate qualification in education (PGCE or equivalent).
- Substantial teaching experience in secondary Computing and IT education.
- Teaching certification or qualification recognised by the Ministry of Education.
- Proven leadership experience in teaching, preferably in the British curriculum or British International Curriculum.
- Excellent communication and interpersonal skills.
- Passion for undertaking and delivering continuous professional development and commitment to excellence in education.

Joining Malvern College Egypt as a Leader means being part of a dynamic educational community committed to providing a world-class learning experience for students and teachers.