

ST BERNARD'S HIGH SCHOOL

A Catholic Academy for Arts & Science

JOB DESCRIPTION

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| Title of Post: | Lead Practitioner: Computer Science, Computing & I.T. |
| Purpose: | <p>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Computer Science, Computing & I.T. in accordance with the aims of the school and the curricular policies determined by the governing body and the Headteacher.</p> <p>To act as a curriculum lead and be responsible for leading, managing and developing Computer Science, Computing & I.T..</p> <p>To monitor and support the overall progress and developments of students in Computer Science, Computing & I.T..</p> <p>To develop and enhance the teaching practice of others in Computer Science, Computing & I.T..</p> |
| Responsible to: | Head of Business, Economics and Computing |
| Responsible for: | The provision of a full learning experience for all students in Computer Science, Computing & I.T.. |
| Liaison with: | Head Teacher, Senior Leadership Team, Head of Department, members of the Department, Teaching Staff, relevant non teaching support staff, students and parents |
| Working Time: | 195 days per year – full time (part time will be considered) |
| Scale: | LSI-3 |
| Disclosure level: | Enhanced |
| Main Duties | |
| Core | <ul style="list-style-type: none"> To develop teaching and learning within the Computer Science, Computing & I.T. department To support, guide and motivate teachers of the subject and other adults e.g. learning support assistants, administrative and technical staff promoting the positive staff culture, good practice and continuing professional development To develop opportunities to share ideas and strategies that impact on classroom learning, including new technologies To liaise with other schools to provide support for staff and curriculum opportunities for students |

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| | <ul style="list-style-type: none"> • To prepare and deliver formal and informal CPD and training • To organise subject workshops and lead after school activities and trips • To liaise with the SEN department to enhance the teaching and learning of SEN students |
| Strategic Direction | <ul style="list-style-type: none"> • To take a leading role in the development of policy and practice to support the continued improvement of effective teaching and learning in the Computer Science, Computing & I.T. department and across the school • To contribute to students' spiritual, moral, social and cultural developments e.g. citizenship, trips and visiting speakers • To analyse and interpret relevant data, research and other documentation and to inform future practice, expectations and teaching methods • To contribute to the monitoring of progress made in implementing subject plans and achieving targets, evaluate the effect on teaching and learning, and use this analysis to guide further improvement |
| Teaching and Learning | <ul style="list-style-type: none"> • To use department meetings and CPD time to provide guidance and support on the choice of appropriate teaching and learning methods to meet the needs of the subject • To develop enrichment activities to enhance teaching and learning, student motivation and an awareness of subject in the real world • To prepare resources for staff that promote, for example, active learning, peer and self-assessment |
| Leading and Managing Staff | <ul style="list-style-type: none"> • To support the team in achieving constructive working relationships with students • To support specialists in the delivery of the curriculum • To carry out performance management reviews and classroom observations in line with school policy • Support the further professionalism development of all staff, including newly qualified teachers and initial teacher training students • To work with SENCO and other staff with special educational needs expertise, to ensure individual education plans are used to set subject-specific targets and match work to students' needs |
| Efficient and effective deployment of staff and resources | <ul style="list-style-type: none"> • To manage the organisation and maintenance of teaching resources including ICT • To create an effective and stimulating environment for teaching and learning • To ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply |
| General | <ul style="list-style-type: none"> • To implement School and Department policy with regard to external examinations. • Follow the expectations for Form Tutors at St Bernard's. • Act as a Form Tutor to an assigned group of students and promote the general progress and well-being of individual students and of the Tutor Group as a whole. • Contribute to PSHE and citizenship and enterprise according to School policy. |

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| | <ul style="list-style-type: none"> • To assist in the proper management, care and development of departmental resources. • To enhance the learning environment through the creative display of students' work and other materials. To ensure the proper care of accommodation, furniture and equipment. |
| <p>Additional Duties/other Professional Requirements:</p> | <ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the school in meeting the school's legal requirement for worship. • To have a working knowledge of teachers' professional duties, Teaching Standards and legal liabilities. • To operate at all times within the stated policies and practices of the school. • To establish effective working relationships and set a good example through their presentation and personal and professional conduct. • To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school. • To take responsibility for own professional development and duties in relation to school policies and practices. • To liaise effectively with parents and Governors. • To support the school in meeting its legal requirements for worship. • To actively engage in the Appraisal process. • To undertake any other duty as specified by the School Teachers' Pay and Conditions not mentioned in the above. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job.

Post Holder signature **Date**

Line Manager signature **Date**