

Academies Enterprise Trust

**Job Description**

**Job Title:** Head of Computer Science and Business Studies

**Location:** Four Dwellings Academy

**Hours of work:** Full-time

**Reports to:** Senior Leadership Team / Line Manager / Principal

**Purpose of the Role:**

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the academy and the curricular policies determined by the Governing Body and Principal of the Academy
- To be accountable for leading, managing and developing the subject/curriculum area.
- To effectively manage and deploy teaching/support staff, financial and physical resources within the Department to support the designated curriculum portfolio.
- General professional duties of all teachers are specified in the Conditions of Employment

**Responsibilities:**

**Responsible for:**

- Students' learning outcomes within the Computing/Business curriculum area
- Other TLR post holders within the area, teaching staff and other relevant personnel within the Department.

**Liaising with:**

Principal, members of SLT, other Heads of Department, key stage learning coordinators and all other relevant staff with cross-academy responsibilities, relevant non-teaching support staff, AET staff and parents.

**Operational/ Strategic Planning**

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the Department.
- The day-to-day management, control and operation of course provision (Computing at KS3/KS4 and Business Studies at KS4) with the Department, including effective deployment of staff and physical resources.
- To assist in monitoring and following up student progress
- To implement Academy Policies and Procedures



- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the subject area, the Academy and department SEF and the aims and objectives of the Academy.
- To ensure that health and safety policies and practices, including risk assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.
- To be a member of the appropriate academy management structures/meetings, and take a corporate responsibility for the leadership of the Academy.

**Curriculum Provision:**

- To liaise with the SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the Academy Improvement Plan/Academy Evaluation.
- To be accountable for the development and delivery of your specific curriculum area throughout the Academy.
- To lead Computer Science and Business Studies
- To have a vision for Computer Science and Business Studies within and beyond the curriculum and is able to communicate that vision

**Curriculum Development:**

- To lead curriculum development for your specific curriculum area.
- To provide a broad and balanced Computer Science and Business Studies curriculum to meet the needs of all
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local and academy level.
- To liaise with the SLT/exam officer to maintain accreditation with the relevant examination and validating bodies.

**Staffing:**

- To work with the SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the area's technicians/support staff as appropriate.
- To undertake performance management reviews and to act as reviewer for a group of staff within the area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with the Cover Manager/relevant staff to secure appropriate cover within the Department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's training programmes as appropriate.
- To be responsible for the day-to-day management of staff within the Department and act as a positive role model.

**Quality Assurance: (in liaison with line manager)**

- To ensure the effective operation of quality control systems.
- To establish the process of the setting of targets within the Department and to work towards their achievement.
- To establish common standards of practice within the Department and develop the effectiveness of teaching and learning styles in all subject areas within the Department.



- To contribute to the Academy procedures for lesson observation.
- To implement Academy quality procedures and to ensure adherence to those within the Department.
- To monitor and evaluate the curriculum area/Department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

**Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the Department as required by the Academy systems.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of progress and attainment data.
- In conjunction with SLT, data manager, exams officer and others to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Department's performance and development.

**Communications:**

- To ensure that all members of the Department are familiar with the AET aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with the AET, partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To positively represent the views and interests of the Department.

**Marketing and Liaison:**

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner academies and the community, attendance where necessary at liaison events in partner academies and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

**Management of Resources:**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

**Pastoral System:**

- To contribute to PSHE, citizenship and enterprise according to Academy policy.
- To ensure the Academy's behaviour management systems are implemented in the area so that effective learning can take place.
- To be familiar with the Academy's Child Protection Policy/Safeguarding Policy and to report concerns to the Designated Safeguarding Lead.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



### Person Specification

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CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>• A graduate in a relevant discipline</li> <li>• To hold a teaching qualification that is recognised by the DFE</li> <li>• To have evidence of continuing and recent professional development relevant to the post</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Have taught Computing at all levels (KS3/4)</li> <li>• Successful and varied teaching experience in secondary schools</li> <li>• Successful experience of working with aspects of school life involving contact with parents and the wider community</li> <li>• Leadership of aspects of school improvement and curriculum development</li> <li>• Excellent classroom practitioner</li> <li>• Up to date with professional developments in Computing</li> <li>• Vision for the effective use of Computing</li> </ul>	<ul style="list-style-type: none"> <li>☐ 2 years' teaching experience</li> <li>☐ Experience within more than one school</li> <li>☐ Experience as a form tutor</li> <li>☐ Experience of managing a budget</li> <li>☐ Experience of vocational computing courses</li> <li>☐ Experience of teaching Business Studies at KS4</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Have a detailed knowledge of the GCSE and Vocational requirements for Computing</li> <li>• Able to plan lessons effectively, setting appropriate and demanding expectations for students' learning</li> <li>• Able to mark and monitor students' class work and homework, provide constructive oral and written feedback, set targets for students' progress and provide information to parents as required</li> </ul>	Have a Knowledge of the GCSE and vocational requirements for Business Studies at KS4.
Skills	<ul style="list-style-type: none"> <li>• Ability to produce accurate work to tight deadlines under pressure</li> <li>• Ability to communicate clearly in writing and orally a variety of audiences</li> <li>• Ability to be able to deal sensitively with pastoral issues relating to staff and students</li> <li>• ICT skills that reflect the impact of technology on today's classrooms</li> <li>• Ability to deliver Computing/ICT at KS3/4</li> <li>• Problem solving skills</li> <li>• Ability to network internally and externally</li> <li>• Adaptable approach and good organisation skills</li> <li>• Ability to lead and work as part of effective teams</li> <li>• Ability to manage and implement curriculum changes</li> </ul>	<ul style="list-style-type: none"> <li>☐ Is able to contribute to extra-curricular activities outside own subject area</li> <li>☐ Ability to deliver Business Studies at KS4.</li> </ul>



	<ul style="list-style-type: none"><li>• High degree of computing/ICT proficiency</li><li>• High level of written and communication skills</li></ul>	
Management	<ul style="list-style-type: none"><li>• Ability to analyse and evaluate data on students</li><li>• Ensure appropriate curriculum provision for all students across the faculty</li><li>• Ability to lead teams/groups</li><li>• Ability to share good practice</li><li>• Ability to take responsibility for externally or internally providing CPD within your curriculum area</li></ul>	☑ Experience of supporting and monitoring
Personal Characteristics	<ul style="list-style-type: none"><li>• Commitment to the Academy's aims, ethos and vision</li></ul>	
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul></li></ul>

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