



### **JOB DESCRIPTION: Head of Computing and Digital Strategy**

St James prides itself on providing a caring atmosphere for students of all abilities to thrive. Many of our students go on to attend the top Universities. We also strive to keep our class sizes low in a bid to provide the support structure many students require.

The Computing Department at St James Senior Boys is looking for a qualified, committed and inspiring teacher who is prepared to play a leading part in the teaching and promotion of Computing from Year 7 to A Level. We follow the OCR GCSE course and the AQA A Level. In addition to enthusiasm for the subject, the successful candidate will:

#### **We are looking for somebody who:**

- Will have a dynamic vision for the effective use of Digital Technology and be able to strategically engage and realise that vision in practical terms.
- Creates excitement and passion for their subject
- Can engage pupils in learning through high quality lessons.
- Can support and develop the curriculum for Computing and ICT, which will allow pupils to build on skills.
- See's the big picture of how technology can support staff and pupils to be more effective leaders and learners.
- Can lead staff, stakeholders, and pupils in the area of digital technology.
- Must be great at working with others.
- Can work with the schools technical support provider, so that we get the very best support for staff and pupils.
- Can co-ordinate wider experiences for pupils across the School, for example, STEM, competitions, visits or experiences linked to digital technology.

#### **Specific responsibilities include:**

- Teach a number of periods in ICT and Computing across all age groups
- Lead the Computing Department in a dynamic and thoughtful manner
- Lead digital strategy across the School with the Deputy Head Academic
- Lead on teaching and learning using digital means
- Lead on digital research
- Lead on training all staff in the use of Office 365 and other digital software
- Chair the Digital Strategy Committee
- Work with Heads of Department and advise on hardware and software to improve pupil outcomes
- Work with IT Coordinator to oversee the use of the school's online platform (Firefly) and continue to develop it in line with market trends
- Oversee the further development of the use of data management software (currently SchoolBase)
- Develop links with schools, both in the UK and abroad, and improve interconnectivity
- Work with admissions and marketing to improve our digital presence

- Oversee training of pupils and parents and keep them aware of changes to digital content
- To lead and educate teachers, pupils and parents on Cyber safety
- Work with the Heads of Year and Head of PSHE to implement a digital safety programme within the school
- Work with the Examinations Officer to ensure that all policies relating to device use in the classroom are up to date and accurate
- Work with the bursar and compliance officer to ensure that the school maintains legal compliance in all areas of digital strategy
- Research virtual reality and artificial intelligence programmes that enhance teaching and learning and advise on implementation
- Stay abreast of developments within other schools and in the technology sector