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| Job Description  Job Title: Head of Computing |  |

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| **Accountable to:** | Head of Faculty | **Salary/Grade:** | TMS/UPS TLR2a |
| **Liaising with:** | Key Senior and Middle Leaders, Parents/Carers. | | |

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| **Every member of staff is required to:** |
| * Work towards and promote the vision, beliefs, aims and expectations of the school * Support and contribute to the achievement of every child’s outcomes * Support and contribute to the safeguarding of all students * Undertake professional development activities to enhance personal development and performance * Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff. |

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| **All teaching staff are required to:** |
| * To maintain and build upon the standards achieved as a qualified teacher as set out by the Secretary of State * To contribute to and promote a clear vision for an effective department and school * To adhere and promote departmental school policy and ethos * To complete any other reasonable tasks as directed by the Headteacher |
| **Teaching and Learning** |
| * To be the lead practitioner for teaching and learning within Computing. * To co-ordinate the development of appropriate specifications, resources, schemes of work, assessment and teaching and learning strategies within Computing. * To assist the Faculty Leader to ensure consistency of systems and policies throughout the Faculty. * To provide the lead on monitoring and following up pupil progress within Computing. * To lead in establishing appropriate standards amongst pupils within Computing. * To be responsible for raising pupil attainment / achievement within Computing. * To provide data for the Faculty Leader to set targets for pupil performance. * To provide guidance and advice to teachers within Computing. * To facilitate and encourage the sharing of good practice within Computing. * To initiate and organise curricular and extra-curricular enhancement activities related to Computing. |
| **Management** |
| * To assist the Faculty Leader in the creation of the Faculty Improvement Plan. * To contribute at Faculty meetings, keeping subject staff up to date on initiatives within Computing. * To make recommendations as to how data can be used to bring about improvement and ensure the implementation of any consequent changes in Computing. * To provide necessary support and intervention in addressing poor pupil behaviour within Computing. * To contribute significantly to the implementation of School policies and practice. To promote collective responsibility for their implementation, with particular emphasis on ensuring Health and Safety. |
| **Administration** |
| * To assist the Faculty Leader in ensuring pupils are entered for the appropriate public examinations, that controlled assessment requirements determined by the examination board are met, and that all necessary documentation is completed. * To assist the Faculty Leader in allocating students to teaching groups and maintaining up to date set lists. * To assist the Faculty Leader to ensure appropriate work is left for pupils to complete in the event of staff absence within Computing |
| **Staff** |
| * To promote teamwork and to motivate staff to ensure effective working relations within Computing. * To participate in the interview process for new teachers within Computing and in the effective induction of new Computing staff, including NQT’s, in line with school procedures**.** |
| **Subject Knowledge and Understanding** |
| * Have thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses * Keep up-to-date with research and developments in pedagogy in the relevant subject area |
| **Professional Standards and Development** |
| * Work in accordance with the 2012 *Teachers’ Standards* * Be a role model to students through personal presentation and professional conduct * Arrive in class, on or before the start of the lesson, take registers as required and begin and end lessons on time * Establish effective working relationships with colleagues * Be familiar with the school’s policies and effectively implement them within your daily practice * Be involved in extra-curricular activities such as making a contribution to after-school clubs and visits * Liaise effectively with parents/carers and other agencies with responsibility for students’ education and welfare * Be aware of the role of the Governing Body of the school and support it in performing its duties * Ensure compliance with data legislation under the GDPR * Follow Health and Safety requirements and initiatives as directed |

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| **Continuing Professional development** |
| * + - * Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum       * Undertake any necessary professional development as identified       * Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice |
| **Additional Duties** |
| * Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies * Undertake any other duties as reasonably required by the Headteacher |

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*