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| **JOB DESCRIPTION** | |
| **Job Details** | |
| **Post Title** | Head of Computer Science/ICT |
| **Responsible To** | Senior Vice Principal |
| **Purpose of the Job** | |
| **Objectives**  Within the ICT department, the Head of Computer Science/ICT will lead and manage the team of Computer Science/ICT teachers and take responsibility for the development of the KS 4 and 5 Computer Science/ICT curriculum to ensure that it meets the needs of all students.  The Head of Computer Science/ICT will be accountable for the academic performance of students of Computer Science/ICT against Academy targets.  In addition to the general duties of a teacher, as outlined in the job description for teachers at Brooke Weston, the Head of Computer Science/ICT will undertake and be responsible for the following activities:  **Managerial Role:**   * Promote the subject of Computer Science/ICT in the Academy * Lead and manage other staff delivering the subject * Monitor course developments/changes and react to national changes in the subject * Disseminate information, knowledge and research material relevant to the specialist area * Select and source appropriate resources to enhance the delivery of the subject * Arrange the examination entries with the Academy’s examination officer and subsequent analysis of examination results * Monitor and review the progress of students by maintaining a database of examination results and test scores and by setting targets * Accountability for the outcomes/standards at KS4 and 5 and all external examinations * Participate and lead discussions in Computer Science/ICT departmental meetings * Lead Quality Assurance (QA) within Computer Science/ICT * Lead Performance Management systems with Computer Science/ICT staff (as required)   **Learning and Teaching Role**   * Produce the Programmes of Study and schemes of work for Computer Science/ICT across KS4 and KS5 * Quality assurance of resources, teaching and learning and provision of subject   **Student Progress**   * Monitor student progress across KS4 and KS5 and take appropriate action with any student not meeting their target grades * Engage in Maximising Impact meetings with LM to monitor outcomes and student progress * Arrange additional revision time or interventions for students as appropriate * Mentor under-performing students | |
| **Purpose of the job (continued)** | |
| **Liaison Role**   * Communicate and consult with parents of students in relation to their academic progress and any behavioural concerns * Attend parents’ consultation meetings for the classes for which you have responsibility * Liaise with the LM and Computer Science/ICT teachers to ensure the effective and efficient delivery of the Computer Science/ICT curriculum in general   **Staff Development Role**   * Participate in continuous professional development to ensure that staff have the skills and current knowledge in respect of their specialist areas * Undertake training to keep informed about changes to the Computer Science/ICT curriculum and best practice in Computer Science/ICT teaching * Mentor NQTs and trainee teachers for whom Computer Science/ICT is a specialism * Teachers are supported in their individual professional development through the performance management process and by attendance at whole Academy training days   **Student Care Role**   * Promote and develop positive relationships with students * Undertake the role of tutor monitoring and supporting the development of students in your tutor group. * Take responsibility for the overall academic performance of students in the tutor group against Academy targets. * Write an annual tutor report   **Other Duties**  Undertake any other duties as deemed appropriate by the Principal. | |
| **Collegiate Responsibility** | |
| In addition to the specific responsibilities of this post, every member of staff at Brooke Weston will commit to:   * *providing a courteous and efficient service to students at all time* * *using their influence with other staff and students to promote high standards of behaviour and order within the Academy* * *working to maintain the Academy at the forefront of educational practice* * *fostering and sustaining a culture of independence and creativity in all aspects of the Academy’s operation* | |
| **Performance Management** | |
| All staff will participate in Brooke Weston’s Performance Management Review scheme as outlined in the Academy’s pay and CPD policies. | |
| **Role Review** | |
| This job description sets out the main duties of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the Principal’s approval. | |