Head of Department – Computer Science

2IC -Business, Economics and Computing

Job Description

Purpose of the job

To lead learning in Business, Economics & Computing and act as a model of good professional practice within the faculty.

Reporting to

Head of Faculty

Main responsibilities

- To teach the classes allocated, and provide a well-planned, challenging and purposeful learning environment for all students.
- To support and carry out policies and practices to promote positive student behaviour and achievement in Computer Science
- To set homework on a regular basis and mark student work in line with faculty policy.
- To assess, monitor, record and report on student achievement in line with Academy and Curriculum Area policy, including attending parents' meetings.
- To assist in the identification of student special educational needs, and support the work of the Learning Support Team, including participation in the writing and review of individual education plans.
- To share in the development of course outlines, syllabuses and schemes of work in Computer Science.
- To make effective use of student performance data, and student and staff target-setting; and provide relevant information to the Head of Faculty, Raising Standards Leaders and Senior Leadership Team.
- To deliver an enrichment activity one afternoon at the end of the school day.
- To lead whole school initiatives which relate to the subject area, with the support of the Head of Faculty.
- To prepare for and attend Computer Science Curriculum Area and Year Team meetings and support the work of the Computer Science Curriculum Area and the House or 6th Form Team.
- To actively support and participate in the museum learning programme.
- To participate in ongoing professional development and support the Trust's professional development and appraisal policy.
- To undertake specific duties within the Computer Science Team as agreed with the Head of Faculty.
- To undertake such other duties as reasonably required by the Headteacher.

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
  - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment.
  - promoting and safeguarding students' wellbeing.
  - showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

[1]Person Specification

Qualifications and experience		Essential	Desirable
1	QTS, Degree or equivalent teaching qualification	✓	
2	Relevant CPD training courses		✓
3	Successful teaching experience	✓	
4	Provision of differentiated activities	✓	
5	Evidence of consistently good and outstanding teaching and pupil progress	✓	
6	Evidence of commitment to ensuring the highest level of achievement for all students regardless of background and/or ability	✓	
7	Evidence of continuing personal and professional development		✓
8	Current developments in the teaching of Computer Science	✓	
9	Effective use of ICT		✓

Professional Knowledge & Understanding		Essential	Desirable
10	Excellent subject knowledge	✓	
11	Effective practice and approaches to teaching and learning	✓	
12	How to use data and information to effect improvement	✓	
13	Strategies for raising student achievement	✓	
14	Evidence of successful behaviour management	✓	
15	Ability to contribute to collaborative planning and schemes of learning	✓	
16	Ability to teach in Key Stages 3, 4 and 5	✓	
17	Experience of constructive co-operation with parents and carers		✓

Personal Qualities and Skills		Essential	Desirable
18	Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors	✓	
19	Has the ability to think strategically with imagination, vision and originality	✓	
20	Is reflective, self-critical and open	✓	
21	Is self-confident, motivated and ambitious	✓	
22	Has passion and believes that every student can succeed	✓	
23	Is an effective communicator and presenter	✓	
24	Can plan, organise and delegate effectively	✓	
25	Possess excellent interpersonal skills	✓	
26	Can make tough decisions	✓	
27	Has sound judgement, especially when working under pressure	✓	

Last review date: April 2024