haggerston school

POST TITLE: Head of Computing
STATUS: Permanent
SCALE: TLR 2b
LINE MANAGER: Senior Leadership Team

JOB DESCRIPTION

To provide professional leadership and management of the Computing team, to support and develop the team and to hold team members accountable for student progress. To manage, lead and develop the curriculum in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

In addition to the duties set out in the "School Teacher Pay and Conditions of Service" document and the Job Description for classroom teachers, this post carries with it the following responsibilities in the first instance:

Dimensions of the post

KS3, KS4 & KS5 Computing Curriculum

Staff – managed directly or indirectly

Teachers of Computing
Curriculum Support Staff where appropriate
Learning Support staff where appropriate

Principal Accountabilities

1. To agree, monitor and evaluate the subject student progress targets to promote pupil achievement and to make a measurable contribution to the faculty / whole school targets.
2. To create a team improvement plan, which contributes positively to the achievement of the faculty / school improvement plan (SIP) and which actively involves all subject teachers in its design and execution.
3. To engage all team members in the creation, consistent implementation and improvement of schemes of work, which encapsulate key learning strategies.
4. To provide regular feedback for team members in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible and measurable impact on student progress.
5. To assist the designated member of the leadership team/subject team leader in the ongoing review of the standards of leadership and progress of students in the subject area, consistent with the schools self evaluation procedures.
6. To ensure that you and all team members and students understand, and are actively implementing, the key aspects of the school's values and beliefs and all aspects of school agreed policies including the school's behaviour and inclusion policies.
7. To oversee and evaluate the subject/team budget allocation to ensure the budget is spent in line with priorities and the principles of best value.

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Specific duties and responsibilities

To lead and manage the team:
- To ensure a coordinated approach to teaching, learning, and assessment, recording and reporting in Computing, in line with whole school policies.
- To ensure a coordinated approach to the management of attendance and punctuality to lessons and behaviour in line with whole school policies.
- To ensure that the team has a consistent approach to work with all students including those on the SEN, EMA and G & T registers and that this is followed up in departmental practices and documentation.
- To develop schemes of work, which provide for differentiation and emphasise the use of skills and knowledge.
- To keep the curriculum under review and encourage students to take an examination at the end of Key Stage 4 & 5.
- To maintain the commitment for students to pursue Computing post 16 at Haggerston Sixth Form.
- To encourage students to participate in visits and other events as extra-curricular activities.
- To monitor and evaluate the delivery of the Computing curriculum through line management of staff and oversight of student's work and lesson observations.
- To make a major contribution to the School Improvement Plan through whole school and faculty planning and evaluation.
- To work effectively with other Heads of Computing within the Borough.

Responsibilities of Leadership and Management of the team to ensure the following areas are addressed:

(a) Teaching, Learning and Assessment
- To oversee all work within the subject area and ensure that learning experiences offered are appropriate and relevant to learning needs to ensure good progression for all students.
- To continually review and develop the range of learning experiences offered to students.
- To keep informed of curriculum developments relevant to the subject.
- To ensure detailed schemes of work are prepared in line with national and exam board requirements and school policy.
- To ensure that students' work is regularly assessed, progress monitored, underachievers promptly identified.
- To develop effective liaison with the Language and Learning Development team, EMA team, G+T coordinator and Heads of Learning to ensure and support appropriate intervention for identified students at risk of underachieving, and to ensure that the educational needs of all students are met
- To ensure that accurate records of progress are kept and updated frequently by all teachers in the team.
- To regularly moderate assessment procedures to ensure accuracy and consistency of all teachers in the team
- To ensure that all behaviour concerns are dealt with in line with faculty and school policy
- To ensure that profiles and progress reports are written on all students, by published deadlines, and that these conform to school policy.
- To devise and implement strategies for celebrating student achievement, e.g. regular display of work, and informing relevant parties in school and families
- To participate in the implementation of cross-curricular links within the faculty.

- To liaise with, and assist where appropriate, the Senior Teacher – Assessment, in the conduct of public and internal examinations.
- To line manage the Head of Economics and Business Studies to ensure that the quality of teaching and learning within the department is of the highest quality.

(b) Professional Support

- To give advice and support to other teachers involved in the delivery of Computing, in order to facilitate the effective development of the subject throughout the school.
- To maintain a disciplined learning environment within the subject areas
- To work with the SLT person responsible for staffing to ensure that newly qualified teachers, student teachers and new staff are given appropriate advice and support.
- To offer all team members' opportunities, to aid their professional development. Such opportunities should reflect the school's approach to appraisal and include strategies for extending professional experiences, and be agreed in consultation with the CPD coordinator.
- To ensure that appropriate work is set for cover staff.

(c) Communications

- To attend appropriate meetings and to provide opportunities for ideas/information to be fed back to and discussed with all team members.
- To convene teaching team meetings and ensure notes of discussion and action are kept.
- To contribute to effective liaison with institutions outside the school, including primary schools and post-16 institutions organised by the faculty.
- To keep team members informed of curriculum developments.
- To liaise with parents, as and when appropriate.

(d) Resources

- To monitor and ensure the allocated capitation is spent appropriately and to keep the line manager and SLT informed of financial needs and spending.
- To ensure that the general environment within Computing is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order, reporting any concerns to person in charge of premises and facilities.
- To liaise with the SLT person responsible for timetable over staff deployment and timetabling.

(e) General

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the faculty/team
- Participate in the regular review of job descriptions

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified .This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Hackney Learning Trust policies.

Signed:……………………………………………… Date ……………………………
Headteacher

I acknowledge that I have seen, understood and received a copy of the job description

Signed:…………………………………………………….. Date ……………………………

PERSON SPECIFICATION
Head of Computing & ICT

Qualifications:	
● Degree or equivalent plus teaching qualification	E
● Evidence of continuing professional development.	E
Experience:	
● Minimum of three years experience in teaching	E
● Evidence of excellent teaching and classroom management skills	E
● Successful experience of management at middle level in comprehensive schools.	D
● Successful experience of teaching across the age and ability range	E
● Successful involvement in planning, implementing and evaluating initiatives to raise achievements	D
Management and leadership skills:	
● The ability to motivate and lead people	E
● The ability to plan strategically.	E
● The ability to build good relationships at all levels	E
Professional knowledge and understanding:	
● Evidence of excellent knowledge, understanding and enthusiasm for the subject and the capacity to engage students and teachers in the learning of the subject	E
● Understanding of Key stage 2 to 3 transition issues	E
● Understanding of the 14 to 19 curriculum	E
● Knowledge and some experience of school self-evaluation	D

● The ability to use ICT effectively to support tasks and activities	E
Skills, abilities and personal qualities:	
● The ability to promote and maintain the highest standards in all aspects of the work if the school.	E
● Team player with energy, enthusiasm and perseverance.	E
● Very good organisational skills encouraging positive collaborative working practices	E
● Good communication skills showing sensitivity and strength	E
● Mentoring and coaching skills showing ability to be both constructive and critical	D
● Ability and skills to manage change	E
● Experienced with management of other people, including the ability to identify problems and realise solutions	D
● A commitment to developing curriculum activities within the Computing/ICT Faculty	E
● Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	E

E: Essential
D: Desirable