

JOB DESCRIPTION

Job Title:	Subject Leader for Computer Studies
Grade:	TLR2b
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Director of Education
Liaison with:	Senior Leadership Team, Teaching and support staff, School Improvement Team ATLP leaders, Parents/Carers/Governors, External Stakeholders

Job Purpose:

- To lead and be accountable for the work of all subject teachers, to include team building and development work
- To have an impact on the quality of the learning and teaching within the department and the curriculum, which will lead to better outcomes for all students
- To support the needs of the whole school by developing a positive ethos and contributing effectively to the School Improvement Plan

Key Responsibilities

- To establish a department ethos that is positive and dedicated to success
- Lead the computer studies curriculum as a subject leader in developing and ensuring that computer studies is delivered to the highest standards and meets the needs of all students
- Be responsible for student progress at KS3, KS4 and Post 16 within the department
- Monitor and manage assessment and marking in computer studies, ensuring consistency and that the School's policies are implemented
- Ensure that the totality of Performance Management is performed to monitor and evaluate the quality of teaching and professional development within the curriculum area
- Appraise staff as required by the school policy on Performance Management
- Co-ordinate the CPD needs of all staff in the department to ensure all staff have relevant and meaningful opportunities
- Monitor and evaluate students learning and attainment against the department's set targets for all students
- Deliver, monitor and evaluate School improvement activities to ensure high quality learning and teaching
- Promote effective evaluation strategies that contribute to the whole School self-evaluation
- Promote the use of ICT in enhancing student learning and the development of the department
- Act as a role model of good teaching practice to all computer studies teachers, modelling and coaching to enhance the performance of all

- Undertake observation of teaching within the Computer Studies area to monitor, evaluate and raise standards and to enhance professional development
- Ensure that high quality resources are fully used to support learning
- Manage health and safety provision and the security of resources, equipment and belongings within the Computer Studies area
- Play a part in supporting the School in the implementation of the School Improvement Plan
- Promote activities which enhance the curriculum either in or out of School

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude.
- Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Computer Studies team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.

- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Subject Leader for Computer Studies

Method of Assessment

AF – Application form

I – Interview

CRITERIA		M.O.A.
Qualifications	<ul style="list-style-type: none"> • A good degree in a related subject, or equivalent. • Qualified Teacher status or be eligible for Qualified Teacher Status through an appropriate route. • Have passed the professional skills test in numeracy, literacy and ICT. (where applicable) 	A/certificate
Professional Knowledge and Understanding	<ul style="list-style-type: none"> • At an appropriate level: • A record of excellent classroom practice, with an extensive knowledge and understanding of a range of teaching, learning and behaviour management strategies. • An ability to promote innovative teaching and learning experiences. • Evidence of leading curriculum development and implementation. • Understanding of current educational legislation and its impact on schools and the wider communities • Demonstrate extensive knowledge, awareness and understanding of the implication of equality, inclusion and diversity in teaching, and evidence of improving pupil attainment for all pupils from all backgrounds and needs. • Experience of school self evaluation so that appropriate priorities are identified, implemented and monitored. • Know how to improve the effectiveness of assessment practice, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across the school and raise standards. • Experience of leading staff professional development and undertaking performance management. • Understanding of school budgeting procedures and experience of management of a budget. • Evidence of significant work with Governors in setting and monitoring priorities. 	AF/I
Professional Skills	<ul style="list-style-type: none"> • Able to demonstrate effective leadership skills with an ability to implement clear vision for the school that will deliver continued excellence. • Proven skills in strategic leadership. • Outstanding communication and organisational skills, particularly in relation to balancing the demands made by 	AF/I

	<p>teaching, leadership and involvement in school development.</p> <ul style="list-style-type: none"> • Ability to maintain a positive school ethos to develop the highest standards for all. • A confident and competent user of ICT. • Ability to be pro-active and positive about challenge and managing change. • Proven ability to provide timely, accurate and constructive feedback on attainment, progress and areas for development. 	
Professional Attributes	<ul style="list-style-type: none"> • Be aware of the professional duties of teachers and the statutory framework within which they work. • Proven success in leading the development and implementation of the policies and practices of the school and promoting collective responsibility for their implementation. • Hold positive values and attitudes and adopt high standards of behaviour in their professional role. • Evidence of commitment to further professional development and contributing to the professional development of colleagues/team members. • Commitment to ensuring that every child has the opportunity to reach their full potential. • Demonstrate commitment to enrichment activities. 	AF/I
Personal Qualities	<ul style="list-style-type: none"> • Demonstrate commitment, reliability and integrity. • Be creative in problem-solving together with a willingness to take on or try new ideas and approaches. • Demonstrate the courage and confidence to exercise authority and influence. • A sense of vision with the ability to turn vision in to reality. 	AF/I
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Committed to and able to promote the aims of the school and the values of the school and the Trust • Willingness to share expertise, skills, and knowledge 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> • Positive Disclosure relating to young people or vulnerable adults 	AF/I