JOB DESCRIPTION

Job Title:	Head of Computing
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Head of Faculty
Liaison with:	Head of Faculty, Senior Leadership Team, Teaching and support staff, School Improvement Team, ATLP leaders, Parents/Carers/Advocates, External Stakeholders

Job Purpose:

- To raise the standards of student attainment and achievement in Computing/i-Media particularly vulnerable learners
- To be responsible for leading, managing and developing the curriculum area in Computing/i-Media
- To effectively manage and deploy teaching and support staff, financial and physical resources in Computing/i-Media
- To develop and enhance the teaching practice of all Teachers.
- To effectively manage and deploy teaching and support staff, financial and physical resources in Computing/i-Media.
- To support the needs of the whole school by contributing effectively to the School Improvement Plan.
- To contribute to improving Learning and Teaching across the school.

Key Responsibilities

- To undertake the duties and responsibilities of a classroom teacher as detailed in the School Teachers' Pay and Conditions Document (STP&C)
- To contribute and establish a faculty ethos that is positive and dedicated to success.
- To actively lead the monitoring and follow-up of student learning and progress in Computing/i-Media at all stages
- To ensure the delivery of a high quality and cost effective curriculum programme which complements the School Development Plan and is reviewed in line with the school evaluation processes.
- To be accountable for the development and delivery of Computing/i-Media.
- To lead curriculum development for Computing/i-Media.
- To keep up-to-date with local and national developments in pedagogy.
- To ensure staff development needs are identified and that appropriate teacher development and further opportunities are designed to meet these needs.
- To monitor and evaluate the quality of teaching and improve where needed.
- To contribute to the school procedures for lesson observation (instructional coaching).

- To promote teamwork and to effectively motivate staff to ensure good working relations.
- To ensure the faculty quality assurance procedures meet the requirement of self-evaluation.
- To analyse and evaluate performance data including producing a review on examination data.
- To ensure effective communication and consultation with parents and carers of students.
- Lead the monitoring and manage assessment and marking/feedback within Computing/i-Media ensuring consistency and in line with school/ATLP policies.
- Act as a role model of good teaching practice to all teachers, modelling and coaching to enhance performance of all and deliver at the highest level.
- Monitor and evaluate students learning and attainment against departmental and whole school targets.
- To be responsible for the efficient and effective deployment of support staff within the department.
- Promote the use of ICT (and appropriate platforms) in enhancing student learning and in the development of the department.
- To participate in the school's ITT programme (where appropriate).
- To ensure that Health and Safety policies and practices, including risk assessments, in line with the school, ATLP and national requirements.
- Co-ordination and promotion of extra-curricular activities and out of lesson learning.

Line Management

Responsible for the management, direction and supervision as appropriate of designated employees and other people as specified by the head teacher, including Middle Leaders, Faculty Staff, and co-ordination of extra-curricular activities.

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, as appropriate.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

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).

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 faculty, 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 polices 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/dbs-filtering-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: Head of Computing

Method of Assessment: AF – Application form   I – Interview   T- Test

Person Specification	Application	Interview process
Qualifications and CPD		
Qualified Teacher Status	✔	
Evidence of continued professional development at management level	✔	
Commitment to ongoing research into school improvement	✔	
Knowledge/Experience		
Evidence of high quality teaching	✔	
The ability to think and act strategically		✔
The ability to challenge, influence and motivate others	✔	✔
Ability to analyse and use information to drive school improvement		✔
Evidence of raising educational achievement and standards for all students including vulnerable learners	✔	✔
Experience of leading teams to improve outcomes for young people		✔
Engagement in collaborative partnership working, within and beyond the school		✔
Professional and Leadership Skills		
An ability to communicate with all stakeholders	✔	✔
An ability to track progress through school's data systems to inform intervention		✔
Outstanding presentation and communication skills – including in written communications	✔	✔
An ability to complete tasks to a high standard with attention to detail	✔	✔
Skilled at working with people and the ability to inspire and motivate others – both staff and students		✔
Relationships		
An ability to establish good working relationships with colleagues, students, parents/carers and the wider community		✔
An ability to lead teams effectively	✔	✔
Personal Qualities/Attributes		
Commitment and dedication to social justice, equality and excellence		✔
A high level of emotional intelligence		✔
Respect and empathy towards others		✔
Resilience, perseverance and optimism		✔
Decisiveness and consistency		✔
Drive for improvement and challenging underperformance		✔
Capacity to be flexible, adaptive and creative		✔
Capacity to receive and act on feedback to build on strengths and improve personal performance		✔