



Job Description – Head of Computing

Reports to: SLT
Start date: September 2021
Location: The Beaulieu Park School
Salary: MPS/UPS + TLR 2C (£7,017)
Closing Date: Monday 1st March 2021, 9am

The Role – key responsibilities

- To lead and manage the subject area
- To be accountable for student progress and attainment levels within the subject area
- To ensure that strategies are in place to maximise levels of attainment in Computing for all students
- To develop and enhance the practice of other members of staff in the subject area
- To contribute to the strategic leadership of the School, developing, implementing and evaluating systems, policies and procedures
- To actively promote the School and liaise with outside agencies as necessary, representing the School or trust as appropriate
- To maintain a presence around the school to ensure that the highest standards of behaviour and site usage are upheld
- To contribute to discussions and decisions at school meetings
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- To demonstrate a commitment to Equality of Opportunity for all members of the School's community

Curriculum and Assessment

- To design an engaging and challenging Computing curriculum that enables all students to enjoy the subject and achieve at the highest level, supported by detailed schemes of learning which ensure consistence and coherence
- To teach and model the delivery of outstanding lessons that motivate and inspire students, equipping them with the knowledge and skills needed to achieve at the highest levels
- To review and develop the curriculum, involving subject staff and students
- To keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy

- To liaise with partner schools, feeder schools, universities and HE institutions, sharing and gleaning best practice and using it to inform the practice of the subject team
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels and to disseminate this knowledge to staff
- To quality assure and give final approval to regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly
- To ensure that all student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- To ensure that a range of extension and Co-curricular activities are offered to and taken up by students to enhance their languages skills, confidence in and love of the subject and attainment levels
- To ensure that subject-related competitions, trips and visits take place regularly
- To play an active role in Computing teacher networks, e.g. in Mid Essex and CLP
- To ensure that statutory requirements are met
- To ensure that all subject staff are marking, assessing and providing feedback in line with best practice and School policy at all times

Monitoring and Evaluation

- To monitor the effectiveness of teaching and learning within the subject area, through regular lesson observations, book looks and other data collection methods
- To ensure that all staff have short, medium and long term plans to deliver highly effective lessons and schemes of learning
- To regularly and forensically review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions
- To produce reports as required on student attainment and progress
- To liaise with all appropriate personnel regarding support for student progress, including SENCO, SLT and parents/carers
- To ensure that all School policies are implemented consistently by subject staff

Strategic Leadership

- To lead colleagues in the subject area in formulating aims, objectives and strategic plans for the team which support and complement those of the School
- To produce an annual Subject Improvement Plan and monitor and evaluate its delivery and impact
- To plan the deployment and development of staff expertise to achieve subject Subject Improvement Plan objectives

Staff Development

- To support the development and training of subject staff (teaching and operational), ensuring that their CPD needs are met
- To establish a structure for mentoring, coaching and line managing staff in the subject area, including NQTs / ITTs as appropriate

- To act as Performance Developer for members of the subject area, carrying out PMR reviews in line with the School's policy and setting challenging and appropriate targets
- To support other members of the team in discharging their PMR duties and to monitor the effectiveness of PMR arrangements within the subject team
- To participate in the recruitment process for members of the subject team
- To ensure effective induction of new staff in line with School procedures
- To promote teamwork and to motivate staff to ensure effective relations
- To be responsible for the deployment of staff and the day to day management of subject colleagues, acting as a positive role model
- To provide advice to colleagues on threshold progression, career development etc.
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings with relevant agendas centred on teaching and learning and raising attainment

Resources

- To effectively manage and deploy teaching and operational staff in the subject area
- To effectively manage the subject area's budget in order to progress agreed team and School priorities, maximize attainment and ensure value for money
- To effectively manage physical resources, stock and subject accommodation in order to maximise attainment levels and maintain an environment conducive to learning
- To ensure that risk assessments and health and safety checks are carried out in line with School policy

Other

- To act as a tutor
- To meet the expectations of all BPS staff as laid out in the Staff Expectations Policy
- To uphold all School policies with consistency and diligence
- To undertake any other professional duties as set down in the CLP Schools pay and conditions of service document, and as directed by the Principal.

Person Specification: Head of Computing

Qualification Criteria

- Qualified to degree level and above (a degree in Computer Science or equivalent would be advantageous, but is not essential)
- Qualified to teach (and work) in the UK
- Skilled to teach Computing at KS3, KS4 & KS5

Knowledge

- Up to date knowledge in the curriculum areas of KS3 Computing NC, GCSE Computing and A Level Specifications
- Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour.

Experience

- Experience of teaching computing and problem solving, including explain difficult and abstract concepts
- Experience of programming and debugging
- Experience of supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating Schemes of Learning
- Experience teaching GCSE Computing

Behaviours

- Passion for the subject
- High expectations for accountability and consistency
- Vision aligned with Beaulieu's high aspirations, high expectations of self and others
- A firm and constant belief in the unlimited potential of every student and a commitment to inclusive educational provision
- Motivation to continually improve standards and achieve excellence
- Commitment to the safeguarding and welfare of all students and providing equality of opportunity
- The ability to enthuse and inspire others
- The ability to consistently deliver outstanding lessons
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and recognition
- Excellent communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and students
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice
- The ability to develop positive relations with students and adults
- The ability to work effectively alone and as a part of a team
- Excellent listening skills
- Strong interpersonal, written and oral communication skills and ICT skills
- Strong organisational and time management skills
- The ability to take personal responsibility, a readiness to reflect and self-evaluate, and the ability to change, develop and improve
- Confidence and self-motivation
- The ability to work well under pressure
- High levels of honesty and integrity
- A sense of humour and desire to have fun.
- Strong commitment to developing Computing across the School

Other

- This post is subject to an enhanced Disclosure & Barring Service check

- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.