



Job Description **PHILIP MORANT**

SCHOOL & COLLEGE

Job Title: Subject Leader of Computer Science and whole-school responsibility for Online Safety.

TLR: 1 C (£9663.00)

Teaching and Learning

The Leader

- must be a role model for all staff in their curriculum area and have high expectations of their students and staff
- must ensure that all schemes of work are planned and implemented and that they meet the needs of all students
- must ensure that a range of methods and pedagogic styles are applied in classroom teaching
- must ensure that marking and assessment of students' work is carried out regularly and effectively
- is responsible for accurate reporting of student progress
- is responsible for the management of student behaviour to create a positive learning environment in classrooms
- is responsible for the training of staff within the curriculum area and updating skills and knowledge especially where new courses are introduced
- To ensure that the complementary aspects of the curriculum are integral to Schemes of Work, including Literacy, ICT, Numeracy, Citizenship and Careers
- is responsible for enriching the curriculum through the organisation of booster classes, visits, guest speakers, extra-curricular activities
- should create a positive climate for learning with a strong ethos

Performance Management

The Leader

- is expected to line manage and carry out the performance management of staff within their curriculum area. This involves the setting of challenging targets and their review
- is expected to devise and update an improvement plan in line with the SIDP
- will review performance of the curriculum area
- will assist the Head of School or Vice Principal if an issue of capability arises

Knowledge/Skills/Expertise

The Leader

- is expected to be able to make use of comparative data
- must have up to date knowledge of his or her subject area, national developments and current trends in education
- must be aware of statutory requirements and patterns of inspection
- must be aware of developments in ICT and their use
- must be committed to his or her own professional development

School Level

The Leader

- is expected to contribute to the development of school policy, to encourage and enhance the social, moral, spiritual and cultural development of students
- represents the views, concerns and interests of the curriculum area
- supports school policies and ethos
- is responsible for the development of the curriculum area
- prepares reports for Governors and parents

Online Safety

The Leader

- is required to be fully aware of the number of statutory obligations around online safety, considering the relevant guidance, such as KCSIE, the new Ofsted Framework
- needs to react to these statutory updates through a planned and systematic approach so stakeholders are informed and know how to keep themselves safe
- will attend regular training, such as (CEOP) in order to keep up-to-date with current information
- will work closely with the Designated Safeguarding Lead to ensure that staff are fully trained
- will update the school's website and communicate with parents & careers to ensure that they are updated fully with relevant information
- To ensure requirements are covered by schemes of work across the school and through the assembly programme. To review this regularly with the designated safeguarding lead to provide timely response to any arising issues
- Support the Pastoral team with issues surrounding online safety

Personnel

The Leader

- participates in the process of selecting and appointing new staff and in the induction of new staff
- must chair meetings
- is responsible for supporting, guiding and motivating teachers and Associate/support Staff
- is a coach or mentor to other members within the curriculum area
- is there to give advice on career development
- works with Schools Direct staff to assist in the training of aspiring teachers

Student Outcomes

The Leader

- must be aware of the target attainment level of students at Key Stages 3 and 4
- must be aware of the target attainment level of students at A2 levels and other accredited courses
- armed with this knowledge must work towards their achievement

Management of Resources

The Leader is responsible for

- the classrooms, corridors, displays, offices and storage areas

- the effective deployment of staff and resources
- safety and risk assessments
- ensuring value for money
- undertaking any other duty as specified by STPCB not mentioned in the above

Draft