Job description

Job title: Head of Computer Science & Media	Status: Permanent
Team: Computer Science and Media	**Reports to: SLT**
	Direct reports: Yes
Department: Computer Science and Media	**Departmental budget holder: Yes**

Position context:

Our purpose: To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

Position purpose:

To promote effective learning, appropriate student achievement and educational, social and personal progress of all pupils whom the teacher is designated as being responsible, consistent with the aims of the school, the Department and the unique needs of each individual.

Position accountabilities:

Accountability	Key activities
Strategy	- Is aware of and understands the ELAT Vision, Mission and Values - Will make a positive contribution to the teaching and learning programme in accordance with the ethos, aims and objectives of the school. - To fulfil all of the responsibilities and duties required by the Academy's policies on Teaching and Learning. - To ensure that the strategic objectives of the school are reflected in the work and development of the department and practice of the teachers.
Planning	- Plan work to meet the learning needs of allocated pupils in a consistent and effective way. - To assist the Director of Faculty to ensure that the curriculum area provides a range of teaching which compliments the Academy's strategic objectives. - Develop and maintain up-to-date knowledge and understanding of the areas of teaching and student support for which post-holder is responsible. - To ensure that long term, medium planning, short term and individual pupil planning is undertaken and implemented by teachers in the department within the framework of Trust policy and procedures. - To have overall responsibility for target setting, the analysis of targets and their review. - To lead curriculum development in the department

Accountability	Key activities
Delivery	• Using the agreed procedures and practices of the Academy, monitor the quality of provision and the quality of teaching and learning, which may include direct observation, sampling work and reviewing planning documentation. • Use appropriate leaching and classroom management strategies to motivate pupils and enable each to progress appropriately. • Monitor the progress of students for whom the post holder is responsible to set expectations and give constructive feedback. • To participate in and contribute to department/Academy's extra-curricular programme • To have overall responsibility for all aspects of assessment in the department and for leading the analysis of data and the improvement of the effectiveness of assessment for supporting pupil achievement • To lead and manage the day to day operation of the department
People Management / Organisational Development	• To be responsible for the management and supervision of the teachers working in the department, including their performance management whilst maintaining the required level of CPD. • To assist and support the Senior Leadership Team with staff recruitment • To achieve any performance criteria or targets arising from the Academy's Performance Management arrangements • To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers. • Make an active contribution to the policies and aspirations of the Academy

Information Management and Reporting	• To monitor and manage the day to day operation of the department
	• To monitor and manage the departmental budgets in accordance with the financial procedures of the Academy
	• Maintain appropriate records to demonstrate progress made by students.
	• Safeguarding and Promoting the Welfare of Students working with the Designated Protection Person the post holder will:
	
	  • Identify and record any child protection concerns
	  • Contribute information as required for Common Assessment or Multi-Agency meetings
	  • Act at all times in line with the school's Child Protection procedures.

Data Protection	• All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles.

Accountability	Key activities
	Staff should not disclose personal data outside the Trust's procedures, or use personal data held on others for their own purposes.
Health and Safety	• Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public.
Good Citizenship	• Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such

Key Stakeholders:

Internal: Pupils, Teachers, Senior Leadership Team

External: Parents and Carers

Knowledge, skill and experience requirements

Essential:

- The ability to lead the school team effectively and efficiently and work with other professionals and agencies
- Communication skills, oral, written and presentational
- Ability to model well planned, organised and innovative lessons for the department
- Proficiency in the use of ICT and the software programmes used in schools
- The ability to lead, model and manage positive behaviour, good order and assertive discipline in the department
- The ability to manage departmental information and data for the purposes of recording, monitoring, evaluation and reporting
- The ability to lead curriculum development and innovation
- How to motivate a team of staff
- How children and young people learn, develop and progress through life stages and events
- How ICT can be used effectively to motivate children to learn
- How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum
- Qualified teacher status in the subject area
- Experience of teaching across both Key Stages either on teaching practice or your current post

- Provide appropriate levels of challenge so that students to learn effectively and acquire new skills and knowledge

- Use assessment information effectively to plan next steps in students learning
- Secure high standards of behaviour
- Enable students to develop the skills to work independently and collaboratively
- Create a well organised, stimulating learning environment
- A commitment to raising achievement
- The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process
- Knowledge of the National Curriculum

- Good subject knowledge for identified preferred subject
- An understanding of equality of opportunity issues and how they can be addressed in schools
- An understanding of and a commitment to safeguarding students

Key behaviours:

- Demonstrate and role model Trust values which are:

- *Passion*

- *Respect*

- *Inclusion*

- *Challenge*

- *Openness*