



# THE BARCLAY SCHOOL

**Post Title:** Head of Computing  
**Responsible to:** Senior Leadership Line Manager  
**Terms and Conditions:** Teachers Pay and Conditions

## JOB OUTLINE

### REASON JOB EXISTS

The Head of Computing is responsible for the standards and day-to-day management of the faculty. They will be responsible for monitoring the academic progress of all pupils taught within the faculty, encouraging high aspirations and achievement and oversee the embedding of literacy within their Faculty.

### MAIN PURPOSE OF THE JOB

- The Barclay School is keen to appoint an experienced, successful Head of Computing who will drive improvement in progress and attainment at GCSE level. The ability to teach Business Studies would be an advantage. The successful candidate to have a clear understanding of the subject and a proven track record of success, not just in GCSE level but also post 16. The Barclay school is seeking a person with the necessary skills to gain trust across different teams and impact positively on standards.
- To maintain a high standard of teaching, learning, achievement and attainment and the management of all related planning, organisation, and curriculum in this subject.

### MAIN AREAS OF RESPONSIBILITY

#### Teaching and Managing Pupil learning

- Be able to teach across the full range of age and abilities
- Act as a role model in leading subject staff in own high quality teaching
- Set expectations and targets for staff and students in relation to standards of achievement and the quality of teaching
- Engage all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies
- Lead curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme
- Review teaching and learning, monitoring the progress of all students including those requiring additional support or challenge to ensure students are engaged in their learning and achieve success

### Assessment and Self-Evaluation

- Agree, monitor and evaluate subject student progress targets in KS3, KS4 and post 16 public examinations to make a measurable contribution to whole school targets
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement
- Use data effectively to identify students who are underachieving and, where necessary, create and implement an effective intervention plan
- Assist the designated SLT link in evaluating the standards of leadership, teaching and learning, consistent with the procedures in the school self-evaluation policy and to use this analysis to take action to improve further the quality of teaching.

### Relationships with Parents and the Wider Community

- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, targets and attainment
- Communicate effectively, both orally and in writing, with parents and governor

### Managing Staff and Own Performance

- Prioritise and manage their own time effectively
- Take responsibility for their own professional development to improve students' learning
- Lead the learning of other staff members
- Provide regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning
- Establish clear expectations and constructive relationships among staff including team working and mutual support: devolving responsibilities, delegating tasks and developing accountability
- Ensure all subject staff understand and are actively implementing the key aspects of the school's behaviour management policies

### Managing Resources

- Oversee and evaluate the faculty budget allocation to ensure the budget is spent in line with subject learning priorities and best value principles
- Organise and co-ordinate the deployment of learning resources, including Geography, and monitor their effectiveness

### Strategic Leadership

- Create a faculty development plan which contributes positively to the achievements of the school development plan and which actively involves all subject teachers in its design and execution
- Contribute to the development of whole school strategic planning and policies through membership of the School Improvement Groups and Heads of Faculty meeting

**EQUALITIES**

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

**HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**CRIMINAL RECORDS BUREAU**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service (DBS) as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

**\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be considered necessary by Leadership.\*\***

**Job Title: Head of Computing & Business Teacher**

**Aim and main purpose of the job**

To provide: professional leadership and management of a faculty; to secure high quality teaching; effective use of resources; and improved standards of learning and achievement for all students

	Essential	Desirable
<b>Knowledge and Understanding</b>		
Good awareness of current educational developments	✓	
Clear understanding of current issues related to the subject	✓	
Ability to plan lessons effectively	✓	
An understanding and commitment to the ethos of the School	✓	
Evidence of high level classroom skills	✓	
<b>Skills, Qualifications and training</b>		
Qualified Teacher Status	✓	
Courses of further study relevant to the post		✓
Qualification in the relevant subject	✓	
Evidence of active involvement in professional development	✓	
Excellent organisation skills	✓	
Excellent ICT skills	✓	
Clear evidence of leadership	✓	
<b>++Attributes</b>		
Excellent record of attendance	✓	
Ability to work well in a team	✓	
A sense of humour	✓	

Ability to think originally and creatively	✓	
Positive attitude	✓	
Energy and enthusiasm	✓	
Warmth and sensitivity		✓
Excellent rapport with students	✓	
Commitment to the School and the students we serve	✓	