



## Head of Department – Computer Science

### Job Description

We wish to appoint a Head of Computer Science for January or April 2021. We are looking for an outstanding individual to lead this very successful department and also to be at the forefront of developing digital learning across the school. We have adopted the use of Google Classroom and GSuite across all areas of the school and this provides an opportunity for the successful applicant to engage at a whole school level with the next phase of this development.

The successful applicant is likely to have experience teaching both GCSE and A Level and will be required to teach across KS3, KS4 and KS5. We offer AQA GCSE and AQA A level Computer Science.

**Salary:** MPS/UPS + TLR 2.3

**Commencement of Post:** January or April 2021

#### **Job Purpose:**

- To be responsible for the overall leadership and development of Computer Science throughout the school, ensuring that each and every student is positively encouraged to develop their potential to the full.
- To promote a positive culture for Computer Science across the school and a lively and enthusiastic atmosphere within the department.
- To successfully lead, manage and motivate the department to maintain a positive and effective working ethos.
- To organise the planning, teaching, staffing and resourcing of effective lessons within the department.
- To ensure all statutory requirements for the teaching and assessment within the department met.
- To contribute to whole school planning and evaluation as part of the Curriculum Steering group.
- To contribute to the establishment of new initiatives and to keep abreast of the current educational agenda to support and drive forward school improvement.



**Responsible to:** Assistant Headteacher

### **Key Responsibilities and Tasks**

- To plan, implement and review the curriculum in line with national guidance and the requirements of the school and examination boards.
- To manage the review and update of all schemes of work relating to Computer Science including assessment and learning objectives.
- To lead and manage the teaching and learning of Computer Science.
- To support departmental staff in the effective daily management of the school's Behaviour for Learning policy.
- To monitor the quality of teaching and learning through effective staff appraisal via the school's Performance Appraisal system and through implementation of the departmental self-evaluation.
- To ensure the effective deployment of staff, including support staff, and resources for teaching in liaison with the Assistant Headteacher.
- To monitor, analyse and evaluate student progress including examination results, and use outcomes to set targets, inform planning, design and implement intervention strategies and to establish groupings.
- To manage effective and up to date assessment practice in the department and to maintain departmental assessment records in line with school policy.
- To ensure all school and departmental policies are followed.
- To further develop and promote the uptake up of Computer Science Post 16.
- To hold regular departmental meetings, line management meetings and to attend management meetings, parents' and other meetings as required.
- To delegate and co-ordinate duties and tasks within the department to ensure best-value practice in Computer Science.
- To construct, with colleagues, an annual Development Plan for the department as part of the whole school development planning process and ensure the execution and review of the plan.
- To contribute to the development of digital learning throughout the school as a member of the whole school IT Steering Group.
- To ensure that the teaching rooms provide a stimulating learning environment.
- To manage the resources for the department, including the use of outside representatives and speakers.
- To work collaboratively with local schools and other outside providers to support the school and further subject development.
- To delegate and coordinate tasks and duties within the department to ensure best value practice.

- To liaise with the Initial Teacher Training (ITT) Co-ordinator to provide effective provision and mentoring for training teachers.
- To be a form tutor.

Hitchin Girls' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in any aspect of their work.

The school undertakes to support applications for CPD to enable the post holder to fulfil their role to their optimum capacity.

*These responsibilities may be amended at any time in the future by the Headteacher in order to respond to the changing demands and needs of the School, national initiatives and statutory legislation.*

## **Head of Department – Computer Science**

### **Person Specification**

The successful candidate will be well qualified and a person who:

- Is an experienced, enthusiastic and well qualified Computer Science teacher with a passion for teaching and who can teach to GCSE and A Level.
- Has sound leadership qualities but is also an effective team member.
- Fosters positive relationships with students and enjoys seeing them learn and progress.
- Has a good track record of successful teaching and a sound understanding of the relevant examination assessment requirements.
- Has a clear vision of how innovative teaching and learning can be developed and implemented in the department.
- Has the drive to see developments and initiatives through to a conclusion.
- Has excellent inter-personal and organisational skills.
- Constantly seeks to be up to date with current developments in relation to effective teaching and learning.
- Has drive to further develop their personal skills and knowledge base in the subject and beyond through professional development.
- Is ambitious for further personal career development.

