JOB DESCRIPTION

**HEAD OF COMPUTING**

### MPS / UPS + TLR2b

|  |  |
| --- | --- |
| JOB PURPOSE | To lead and manage the Computing Department in order to secure high quality learning and teaching and the effective use of resources to bring about improved standards of achievement and progress for all students.  |
| **TO WHOM POSTHOLDER REPORTS** | The postholder is responsible to:* Headteacher in all matters.
* The relevant member of the school leadership team in respect of curriculum and pastoral matters.

The postholder is also expected to interact on a professional level with colleagues in order to promote learning and teaching across the school. |
| **THE PERSONS LINE MANAGED BY THE POSTHOLDER** | The post holder is responsible for:* The line management and supervision of teaching and support staff within Computing.
* The coaching, mentoring and development of staff working within Computing.
 |
| **DUTIES AND RESPONSIBILITIES OF THE POST** | **Strategic Direction:*** Develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement and progress and which are consistent with school and national strategies and policies. Develop a culture of continuous improvement in practice.
* Establish short, medium and long-term plans for the development and resourcing of Computing.
* Monitor progress made towards achieving plans and targets and evaluating their impact on learning and teaching.
* Manage the professional development of staff within the Computing area and evaluate its impact on learning and teaching.
* Coach all members of staff across the school to ensure there is a consistent approach to Computing issues.
* Disseminate good practice relating to Computing through INSET, coaching.

**Learning and Teaching:*** Provide leadership and guidance on a choice of appropriate learning and teaching methods and coaching relating to the delivery of these methods.
* Develop and implement systems for recording individual students' progress.
* Ensure Schemes of Work are differentiated appropriately and evaluate their impact on learning and teaching.
* Evaluate the quality of teaching and standards of attainment/achievement for students in Computing, setting targets for improvement for individuals, class and cohort.

Leading and Managing Staff:* Assist with the recruitment and selection of staff within the department.
* Develop the team of staff and individuals to enhance performance.
* Develop systems e.g. coaching and mentoring to support and develop staff within the department.
* Plan, delegate and evaluate work carried out by the department.
* Promote a creative and collaborative working environment.
* Create, maintain and enhance effective relationships in the department.

**Resource Management:*** Identify the resources needed to meet the needs of students in Computing and advise the headteacher of priorities for expenditure.
* Monitor and control the use of these resources.
 |
| **GENERIC DUTIES AND RESPONSIBILITIES** | To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:* School policies and guidelines on all school matters
* National Standards for Subject leaders
* Teacher Standards
* The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment
 |
| **Statement**The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time. This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirement which are commensurate with the job title and grade. Signed Signed …………………………………………………. .…………………………………………………. Headteacher Date Date ………………………………………………….. ….………………………………....…………. |