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**Head of Computer Science Department**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for teachers as contained in the School Teachers’ Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.**

JOB TITLE: **Head of Computer Science Department**

ACCOUNTABLE TO: **SLT** **Cluster Leader with responsibility for Computer Science**

MAIN PURPOSE: **To be responsible for all aspects of leadership and management of the Computer Science department and all relevant personnel within the department.**

SALARY/GRADE: **MPS +TLR 2b**

**The Head of Computer Science will:**

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| * Maintain a clear vision which demands high expectations from both colleagues and pupils, focused on pupils’ achievement. * Ensure standards of pupil attainment and achievement within the curriculum area are the highest possible; to monitor and support all pupils’ progress and be accountable for that progress. * Develop and enhance the teaching practice of others in order to ensure high standards of teaching and learning throughout the department. * Ensure the provision of an appropriate, relevant and differentiated curriculum for pupils studying within the department. * Be accountable for leading, managing, deploying and developing the teaching and support staff of the Computer Science department; together with the accountability for the effective use of financial and physical resources. * Promote students’ spiritual, moral, social and cultural development within the Computing department in the context of this school being part of the Archdiocese of Liverpool family of Catholic schools. |

**MAIN RESPONSIBILITIES:**

*The specific nature and balance of these responsibilities will vary according to the needs of the Computer Science department. The post holder will be directed by the SLT Cluster Leader with responsibility for Computer Science to the necessary management, curriculum and co-ordination responsibilities depending upon the needs of the department.*

1. **Leadership and Management responsibilities**
   1. To lead the development and implementation of appropriate syllabuses, schemes of work and resources of the curriculum area that reflect national developments in the subject area and teaching practice and methodology.
   2. To ensure that knowledge of such developments in the curriculum area and current understanding of how students learn most effectively is personally maintained and disseminated to other teachers.
   3. To liaise with the assigned member of the Senior Leadership Team in order to ensure appropriate response is made to curriculum development and initiatives at national, regional and local levels.
   4. To monitor, evaluate and report on the effectiveness of practice in the curriculum area, especially related to examination entry and performance (including school context groups) and with regard to the implementation of School Policies within the department such as assessment, recording and reporting. To develop strategies for improvement as a result of monitoring performance data and reviewing patterns within the schools performance management structure. To use this knowledge to write the departmental DAISY and involve the link governor in this process.
   5. To undertake performance management reviews ensuring that there is a clear focus on teaching and learning and pupil progress; that staff development needs are identified and appropriate programmes investigated, planned and implemented.
   6. To lead on the department’s use of data to monitor and track pupil attainment and progress, identifying underachievement and forming appropriate interventions to ensure that the targets of individual and groups of pupils are met.
   7. To agree/set and vigorously support the achievement of pupil progress targets in order to make a contribution to whole school targets ensuring the effective use of performance data. To ensure that all teachers within the department are aware of the needs **of all pupils and groups** and to make provision for this in their planning. To use frequent, regular and well-structured meetings to support this.
   8. To work with colleagues to formulate, monitor and evaluate the department's strategic improvement plan ensuring that it links with the School Improvement Plan and accurately reflects the learning needs of pupils.
   9. To support the Senior Leadership Team in meeting whole school priorities and in realising the school’s shared vision of continual self-improvement.
   10. To ensure that all colleagues know and understand the school targets from the School Improvement Plan and the part they play in achieving these.
   11. To take an active role within the Heads of Department forum meetings in order to ensure that the curriculum area makes a full contribution to the education of all students in the context of the School Improvement Plan and whole school developments/policies.
   12. To promote and monitor, within the department, school policies related to issues of literacy, numeracy and the use of ICT; homework; lesson planning; record keeping and matters of health and safety (including the maintenance of attractive teaching and learning environments).
   13. To ensure the effective day to day management of the curriculum including deployment of staff and resources and making appropriate arrangements for classes in the event of staff absences for effective continuation of pupils’ learning.
   14. To participate in the selection process for departmental appointments and ensure effective induction of new staff in accordance with School procedures.
   15. To ensure that teaching groups are organised so that the interests of all pupils are best met and in which individuals are encouraged to perform at the highest possible level.
   16. To work effectively with the School SENCO in order to ensure that appropriate systems and support mechanisms are used to maximise the achievement possibilities of all pupils.
   17. To ensure opportunities are explored to develop pupils’ awareness and use of Computer Science beyond the classroom.
2. **Class teacher responsibilities**
   1. Provide an excellent environment and culture for learning in the classroom.
   2. Ensure own practice is of a high standard and continue to develop your professional skills and knowledge.
   3. To develop and deliver innovative schemes of learning and assessment in line with new specifications, curriculum requirements and related pedagogy.
   4. To promote and inspire pupils through planning which takes into account the needs and progress of all, creativity in the classroom, vocational support and Assessment for Learning.
   5. Actively seek student voice/feedback to raise standards.
   6. To involve the Teaching Assistant in planning to provide high quality individual support with targeted intervention.
   7. To ensure Health and Safety standards are met and risk assessments carried out and recorded.
3. **Achievement and Standards**
   1. Continually assess pupil progress.
   2. To provide pupils and parents with high quality feedback in order to drive attainment
   3. To use available data including IEPs to plan, review and monitor progress of all pupils in order to promote rigorous improvement of attainment
   4. Promote equality of performance and achievement of all pupils and student groups.
4. **Other Specific Responsibilities**
   1. To take on the role of form tutor
   2. To carry out other professional duties in line with the teaching standards.
   3. To promote actively the school’s corporate policies.
   4. To actively engage in the staff and school review and development process.
   5. To carry out other responsibilities as determined by the Headteacher, following negotiation.
   6. To participate in all school open evenings and other appropriate calendared events.
   7. To contribute to the school’s wide and varied extra-curricular programme.

***The applicant will be required to safeguard and promote  
the welfare of children and young people.***

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers’ Pay and Conditions Document.*