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|  | **Head of Department: Computing (includes ICT, Computer Science, Finance and Business Studies)** |
| Role Title | Head of Department: Computing |
| Job Purpose- general | *Head of Department:*   * Lead, manage and develop a curriculum area based around high quality teaching and improving standards. * Provide direction and focus across the department. * Work to ensure the departmental activity is in tune with the Governor’s Strategic Plan through performance/line management by evaluating their department’s performance, identifying areas for improvement and working towards these improvements. * Act as a conduit between SLT and their team members, facilitating efficient and effective work.   *As a middle leader:*   * To write, monitor and evaluate the department’s Development plan * To strengthen the department’s organisational capacity by leading effectively its day-to-day management. * To contribute to supervising and leading all staff to ensure the effective operation of the department. * To contribute to the implementation of school policies and procedures. * To work with members of the Senior Leadership Team to ensure that staff development/recruitment needs are identified and met * To manage the available resources of space, money and equipment efficiently and within budget * To provide the governing body with relevant information when required to do so   *As a teacher:*   * Consistently meet the Teacher Standards, and by focussing on the basic, deliver high quality teaching and learning that conforms to department, whole school and national expectations   *In common with all staff:*   * Act as a positive role model for the students and as an ambassador for the school at all times. Be fully aware of, and act on Child Protection procedures whenever necessary and ensure all activity is in tune with the whole school development plan and the Staff Code of Conduct.   *Responsible for:*   * Teaching & support staff and students within the department.   *Liaising with:*   * Headteacher, Leadership Team, middle leaders, pastoral Staff and relevant staff with cross-school responsibilities, relevant support staff, parents, carers and Governors. |
| Job Purpose - specific | *To provide leadership within the Computing department to facilitate successful development and promotion of:*   * Raising standards of students attainment * Appropriate syllabuses, resources and schemes of work * Monitoring student progress and overseeing appropriate intervention where necessary * Monitoring and improving teaching and learning within the department * SMSC * Differentiation to ensure that all groups have their needs met * Literacy and Numeracy * Awareness of national developments for the curriculum area * The importance of extra-curricular activities   *Line management of:*   * Teachers of Computing and Business Studies * Any support staff or intervention teachers within the department |
| Leadership  Attributes | * Loyalty to STS, its vision, strategic plan and corporate image, and always being mindful of the necessity to positively promote the school; * Clear and concise communication of vision, instruction, initiative, praise and areas for development to all members of the community, as is appropriate; * Leading by example at all times, displaying professionalism, transparency, consistency and moral integrity; * High expectations of ourselves, our colleagues and our students; * Being courageous and proactive, while displaying the ability to show initiative and sound judgement in relentlessly seeking and securing school improvement; * Having an excellent understanding of personal accountability and the ability to hold others to account; * Being self-reflective, ready to learn, resilient and displaying the ability to admit mistakes and rectify them; * Being supportive in the development of colleagues, approachable and reasonable by understanding the important balance between securing on-going staff well-being and improving standards; * Acknowledging, remembering and respecting the contribution of all members of the community to the school’s success; * Remaining focussed at all times by remembering that we are responsible for the education and well-being of our students. |
| Line Manager | *Accountable to/line managed by:*  Assistant Headteacher |
| Notes | All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
| Pay Scale | TLR 2c |
| Name |  |
| Signature |  |
| Date |  |