



Job Description

Role: Head of Computer Science

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College ('the College') is an equal opportunities employer.

Location:	Senior School
Accountable to:	The Head of Computer Science is directly responsible to and supervised by the Director of Studies. However, the Head of Computer Science may also receive instructions from the Head, who is responsible for the leadership and management of the College and reports to the Board of Governors.
Responsible for:	

Overall Purpose of the Job

The Head of Computer Science's role is twofold: to teach the Computer Science curriculum to KS2- 5 and to promote the use of Computer Science among the College's academic staff in both Preparatory and Senior Departments.

As a teacher, the primary purpose is to secure the highest standards of learning and teaching within the Computer Science department and to ensure continual improvement; to liaise with external groups and organisations; to promote positively the College and its activities; to be accountable for leading, managing and developing the curriculum area; and to work as part of a team to help achieve the overall aims of the College.

As the person responsible for promoting the use of Computer Science among the College's academic staff, the primary purpose is to identify Computer Science needs of other academic departments in both the Preparatory and Senior parts of the College; to work to meet these needs; to organise and run staff training; and to provide the overview of Computer Science development throughout the College

Main Duties and Responsibilities

- To develop in all students an enjoyment of Computer Science, irrespective of ability and to encourage participation at the highest level possible
- To work with the Senior Leadership Team (SLT) to ensure appropriate and secure Computer Science provision for students
- To promote and inspire excellence in teaching and learning to ensure all students develop their potential in the subject – including the most able and those with learning needs
- To exemplify in one's own practice the skills of teaching and learning typified by lead professionals
- To make effective use of raw and value added data in collaboration with SLT
- To develop, review and implement departmental development plans and schemes of work which support high standards of teaching and learning
- To ensure that individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching and promote further progress
- To develop imaginative provision of co-curricular opportunities in order to promote pupils' enjoyment and understanding of the subject – and their broader personal development – and to collaborate with other colleagues in supporting cross-curricular initiatives
- To contribute to the extracurricular programme

- To inspire and lead staff in their use of Computer Science, to keep up-to-date with current trends and new technologies, and to have the vision to lead the College's Computer Science programme into the future
- To create a strategic plan for the development of Computer Science across all academic departments in the College, using the results of Computer Science audits to inform the process
- To attend Heads of Department meetings
- To liaise with other academic departments in identifying ways in which Computer Science can best be used within their subject areas to deliver the curriculum. This may entail attending departmental meetings where appropriate.
- To work with the Bursar in the procurement and implementation of new information technology items (both hardware and software) in order to meet the needs of academic departments
- To work with INTerm in ensuring the smooth running of all aspects of the computer network, both hardware and software
- To train academic staff, through INSET days and other professional development opportunities, in the use of Computer Science within their curriculum areas
- To promote best practice in the use of Computer Science in all curriculum areas
- Contributing to the production and maintenance of the department handbook, including schemes of learning.
- Managing departmental stock, resources and finances effectively and efficiently.
- Keeping up-to-date with developments and new ideas related to the subject.

Teaching Duties

- 32 periods a week teaching standard classes is the norm, but may not necessarily be the maximum (there is an allowance for Heads of Department).
- Planning courses, preparation of lessons, setting homework and marking pupils' work.
- Informally assessing and reporting pupils' academic development, progress and attitude.
- Making formal assessments, setting and marking examination papers and writing reports, as required.
- Taking responsibility for the welfare and safety of pupils.
- Promoting the general well-being of pupils, taking note of individuals' personal needs and communicating with the Form Teacher and/or Housemistress.
- Maintaining discipline and high standards of courtesy and appearance among pupils at all times and co-operating in this with all other members of staff.
- Taking care to see that the teaching room is a well-ordered and stimulating environment for learning.
- Attending Parents' Evenings and any other occasion sanctioned by the College, e.g. Options' Evenings, New Parents' Evening, Open Days, Speech Day, Achievement Assemblies, etc.
- Covering, as required, for absent colleagues.
- Periodically reviewing teaching methods; maintaining knowledge of the subject and expertise up to date; participating in arrangements for Performance Management, further training and professional development.

Non-teaching Duties

- Arriving in school in time to read any messages or notices before assembly.
- Attending Assembly.
- Attending Parents' Evenings, Open mornings etc.
- Actively supporting school events as far as possible.

Taking part in the duty rota

- Performing any specific duties, including those of a Form Tutor, as requested by the Head. These are arranged as equitably as possible, taking into account interests, abilities and other responsibilities.
- Making a regular contribution to the programme of extra-curricular activities.

General

Owing to the presence of girls in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the Bursar.

Training and Work Equipment

The College will provide training or pay reasonable training costs where the need arises. "Everyday" work equipment and Personal Protective Equipment, if required, will be provided by the College.

Person Specification

Role: Head of Computer Science

Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> • Qualified Teacher Status • Good honours degree in related subject 	<p>Education:</p> <ul style="list-style-type: none"> • Postgraduate qualification • Evidence of relevant CPD
<p>Skills and Knowledge:</p> <ul style="list-style-type: none"> • Thorough knowledge and understanding of current developments in teaching, learning, school culture and the curriculum • Ability to use data to identify strengths and address under-achievement • Good analytical and strategic thinking skills • Setting high standards for others and ensuring goals are achieved 	<p>Skills and Knowledge:</p> <ul style="list-style-type: none"> • Able to simplify complex issues and develop innovative solutions
<p>Experience:</p> <ul style="list-style-type: none"> • Strong teaching ability, backed up by good and outstanding ratings • A proven track record of measurable impact as an individual teacher and at departmental level • Experience of leading a department or having responsibility within a department • Use of innovative approaches to the development of teaching and learning 	<p>Experience:</p> <ul style="list-style-type: none"> • Experience of contributing to the efficient and effective development of staff and resources • Experience of contributing to development planning and to the process of continuous review and evaluation
<p>Other:</p> <ul style="list-style-type: none"> • A strong moral purpose and drive for improvement • Motivated, enthusiastic and flexible • Good sense of humour • Excellent interpersonal skills • A desire to develop yourself and those around you as individuals • Ability to work under pressure • Excellent record of attendance • Support for the Christian ethos of the College 	<p>Other:</p> <ul style="list-style-type: none"> • Willingness to offer extra-curricular provision