

JOB DESCRIPTION

Head of Computing – Senior School



Line Manager Head of Faculty

Reports to Head of Faculty and Assistant Head (Academic)

Job Purpose To be responsible for course planning, examination, pupil development and administration in one or more subject area(s)

General

A Subject Leader has responsibilities to the pupils, to the staff in the Faculty, to Heads of Faculty and to the Deputy Head (Academic). A Subject Leader does not have direct responsibility for strategic, staffing and appraisal matters - development plans, budgets, appraisal, lesson observations, CPD etc - although the Head of Faculty might reasonably delegate some such responsibilities. A Subject Leader should aim:

- To inspire and to generate enthusiasm for the subject amongst teachers and pupils.
- To facilitate good teaching and learning in the subject.
- To raise standards of pupil attainment and achievement within the subject and to monitor and support pupil development.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying the subject.

Responsibilities to the Pupils

- To provide the best possible opportunities and educational experience in the subject, both in and out of the classroom, for pupils of all abilities and at all levels in the school.
- To ensure the provision of good quality teaching and of access to a range of activities as outlined in the scheme of work.
- To monitor and follow up pupil progress: to identify students who are underachieving and to implement effective, personalised interventions; and to challenge students who are working well to aspire yet further.
- To work with the Learning Support department and arrange for reasonable extra help, via 'clinics' or similar, for pupils wanting such in their subject.
- Where relevant, to provide informed advice on university entrance and courses in further education. To arrange for appropriate preparation for all university candidates, including Oxbridge. To ensure effective liaison with the UCAS coordinator.

Responsibilities to the Head of Faculty

- To bring forward problems of any kind arising from the teaching of the subject to the Head of Faculty.
- To inform the Head of Faculty of successes arising from the work of pupils studying the subject and of any pupils posing or encountering problems.
- To keep the Head of Faculty apprised of any significant developments in the delivery or assessment of the subject.

Matters relating to the Administration of the Subject

Resources and Planning

- To prepare or acquire suitable resources for the teaching of the subject at all levels in the school.
- To maintain resources in good order and to organise and store resources in a way that provides ready access to colleagues, within the constraints of the space available.

Curriculum

- To select syllabuses and public examinations within the school policy, compatible with the needs and attainment of the pupils.
- To lead discussions on choice of academic specifications.
- To coordinate and maintain detailed schemes of work at all levels for use by teachers of the Subject.

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- To develop and support the innovative use of technology to support learning.
- To liaise with other Subjects where there is an overlap of syllabus content or when skills are transferable.

Assessment

- To support the Head of Faculty, in liaison with the Examinations Officer and the Academic Office, with arrangements for examinations - internal and public.
- To maintain records and ensure completion of coursework by all candidates according to the requirements of Examination Boards. To agree the timing of large assignments with the Deputy Head (Academic) and Heads of Year.
- To submit to the Head of Faculty (for sharing with the Academic Office) an analysis of the results of pupils within the Subject, based on their performance in public examinations, and to keep a record of these.

Communication

- To establish and to maintain links with institutions and organisations outside the school, as appropriate.
- To work closely with Subject Lead colleagues in both Prep and Senior School to ensure effective implementation of the curriculum throughout the college.

Marketing

- To, at all times, work to promote the Subject and the School to current and prospective pupils and parents, for example and to include attendance at Sixth form open evenings, and other options evenings or open days.
- Where appropriate to arrange Subject exhibitions to secure suitable publicity for the Subject's work within and beyond the school and to give presentations at staff meetings or other meetings as required.
- To help maintain corridors and other public spaces in good order and to seek to provide an attractive and stimulating environment in which to work.

Interviews and Admissions

- To conduct entrance tests and examinations as required, notably Entrance and Scholarship Examinations.
- To interview candidates for admission, and to provide tests for special entrants, as required by the Registrar.

General Administration

- To attend meetings as required by the Head of Faculty.
- To arrange for the circulation and updating of set lists in the subject.
- To advise the Deputy Head (Academic) of candidates for school prizes in the subject.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Subject Leads will be expected to comply with any reasonable request from a Head of Faculty, Deputy Head or the Head to undertake work of a similar level that is not specified in this job description.

Whole school responsibilities

- Be an effective tutor within the house system and therefore be involved in the pastoral care of those pupils.
- Communicate with subject staff, other tutors, and the school's safeguarding group with reference to safeguarding of students.
- Take a full part in co-curricular activities within the school, including at weekends.
- Attend full staff meetings, parents' evenings and any assembly or school meetings as required.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2021).

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You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Person Specification

Qualifications/Experience

- Educated to degree level.
- Teaching experience and QTS or equivalent
- Ability to teach KS3, 4 & 5 Computing
- Proficient IT user

Skills

- Teaching and learning – able and willing to lead by example, role modelling excellence.
- Communication – willing to listen to the views of others but make clear decisions.
- Organisation – meeting deadlines and ensuring others do the same. Keeping accurate records.
- Assessment – able to accurately assess and moderate students' work against exam board criteria and mark schemes.
- Delegation – sharing responsibility appropriately across the team.
- Flexibility – seeing the bigger picture and the subject's role in the school's overall aims and objectives.

Knowledge

- Curriculum – detailed knowledge of the syllabi, boards, courses and modules to make the right decisions for our pupils.
- Subject – being the expert in the school and able to teach all key stages to a high standard.
- Data – understanding how to use progress and attainment data to drive improvement.
- Inspection criteria – understanding the ISI criteria, knowing what outstanding practice looks like and how to achieve it.

Attitude

- Reflective – always looking for ways to improve.
- Positivity – finding solutions, rather than looking for problems.
- Collaboration – keen to work with senior leaders and other middle leaders to drive improvement.
- Contribution – finding ways that the subject can offer something to the wider experience of the pupils and the school.