

## Head of Computer Science

### JOB DETAILS

**Contract type:** Full Time (Part Time may be considered)/Permanent

**Location:** Based at Church Hill House primarily but from time to time there may also be a requirement to work at Woodham Rise (our Pre Prep site)

### MAIN PURPOSE

Halstead St Andrew's is seeking to appoint an outstanding, passionate and inspirational Head of Computer Science from September 2024. The successful candidate will need to demonstrate an ability not only to lead this thriving department but also to build upon its successful achievements. The position is a key role in the school and the successful applicant will have the ability to work with different departments and have experience teaching key stages 3 and 4 to lead the school as it extends up to 16.

All teaching staff are expected to be involved in the wider aspects of life in the school, and a willingness to contribute to the extra-curricular and sporting provision of a busy prep school would be an advantage.

### DUTIES AND RESPONSIBILITIES

#### Teaching and learning

- To plan, deliver and develop high quality, exciting and innovative lessons and courses, using a variety of approaches, to continually enhance teaching and learning.
- To lead, manage, motivate and inspire the teaching of Computer Science to ensure the delivery of the computing curriculum to the highest possible standard.
- To promote the use of ICT in teaching and learning and be aware of developments in the use of ICT both in other schools and in industry.

#### Specific Duties and Responsibilities

- Deliver the curriculum, teaching and learning, maintaining communication with the assistant head academic and Headteacher in all developments in the subject.
- Be responsible for delivering agreed curricular initiatives within the Computer Science area
- Identify innovative teaching and learning practices within Computer Science to inform changes that may need to be made to the curriculum to maximize learning opportunities.

- To support the delivery of the school's ICT strategy to ensure ICT is used in an innovative way in empowering and engaging children to help improve their educational outcomes, through promoting the use of ICT within the subject area.
- To support the delivery of extra-curricular activities/clubs ensuring a rich variety of activities are provided for the children
- To contribute to the development of Computer Science within the School
- To contribute to a vibrant and varied curriculum as part of the teaching team and to develop new courses and initiatives in liaison with other members of the teaching staff, to include wider school and cross curricular initiatives through ICT/STEM as well as extra-curricular activities
- To contribute to and develop good quality schemes of work as well as appropriate and effective short-term planning in collaboration with other members of the Department
- To initiate and develop good quality approaches to teaching and learning in the subject in order to enhance the attainment and enjoyment of pupils
- To intervene on matters of underachievement
- To develop a range of differentiated teaching and learning materials which are regularly reviewed and updated
- To implement all aspects of the curriculum and to be involved in the development of resources to deliver this
- Liaise with other members of the teaching staff to share best practice, innovative ideas and lend / receive support when necessary.
- To teach all aspects of computer science across the age and ability range and iMedia in the Prep/Senior part of the School
- To liaise with the SENDCo as necessary
- To make the appropriate and best use of support teachers/other adults in the classroom
- To provide high quality support and liaise with subject teachers as necessary, when providing in class support
- To teach across the age range of the school
- To actively promote the department within the school community to encourage pupils' interest in the subject area
- To be responsible for the assigned teaching bases
- To take responsibility for own continuing professional development, to participate in relevant induction, training and development as well as part of performance management
- To attend relevant meetings as directed
- Contribute to the positive promotion and marketing of the school in the local areas and wider community

### **Knowledge and understanding**

- The most up-to-date information on how to improve the quality of care, teaching and learning
- Knowledge of the most recent thinking in terms of support for children with special needs – both emotional, social or behavioural and learning
- The most up-to-date information on how to improve the quality of care, teaching & learning
- Appropriate professional qualifications
- A sound knowledge of the National Curriculum in computing including methods of assessment and record keeping
- A keen knowledge of one or more programming languages together with the ability to keep up to date with new technology, programmes and software to enhance the curriculum

## **Monitoring Assessment, Recording, Reporting and Accountability**

- To record and report according to School's requirements
- To contribute to the preparation of school development plans, support their implementation and assist in their evaluation
- To monitor assessment and recording and reporting responsibilities within the phase for personal development of pupils
- To report, as required, to the SLT and Head on issues related to the progress of children and their well-being
- To contribute to the preparation of school development plans, support their implementation and assist in their evaluation

## **OTHER PROFESSIONAL REQUIREMENTS**

- To lead by example in terms of involvement in paired teaching and coaching activities
- To provide a lead example in setting high expectations for all groups of children within the school
- The ability to communicate effectively in speech and writing for a wide variety of purposes
- High professional standards in dress, attendance and punctuality

## **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment, and barriers to learning.
- Keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with other teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Attend Parents' Evenings as required.

## **Health and safety**

- Follow the Health and Safety procedures within school.

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's staff development procedures.

## OTHER AREAS OF RESPONSIBILITY

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the wellbeing and safeguarding of all pupils in the school and support the pastoral systems within school.

The Teacher will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head or line manager.

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Personal qualities &amp; skills</b>	<ul style="list-style-type: none"><li>• Interaction on a professional level with colleagues, with the aim of improving the quality of teaching and learning in the school.</li><li>• Highly organised and with attention to detail.</li><li>• Calmness and efficiency and the ability to work under pressure at certain times.</li><li>• A willingness to share and engage in the wider programme of extra-curricular activities including involvement within the House structure and possibly sport.</li><li>• Understanding of the nature of independent education and of the high expectations therein.</li><li>• As well as being able to demonstrate an ability to successfully deliver teaching, the successful candidate will need a proven track record of a high level of administration and inter-personal skills.</li><li>• An exceptional, dynamic and committed leader who will inspire high levels of confidence and be an outstanding role model for colleagues and parents.</li></ul>

### NOTES:

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2024

Headteacher signature:

Postholder's signature:

Date:

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure by the Disclosure and Barring Service (DBS).**