Job Description: Head of Department   **Post:** Head of Computing   **TLR** 2A

Responsible to: Assistant Headteacher

Core Purpose:
- To provide a strategic leadership to the Computing department
- To promote a forward thinking and creative approach to qualify of education on offer across the department
- To lead and manage the department to maximise student progress
- To work strategically with your line manager, keeping them informed of the quality of education and any areas of concern

Responsible for: Teachers within the Computing including no-specialists

Key Areas of Responsibilities:
Leadership
- To communicate the ambition for the Computing department in such a way as to support and promote the school's values and vision
- To fulfil the school's leadership standards as set out in the appraisal document
- To lead and manage the Computing staff in delivery high quality outcomes for all students
- To appraise and manage staff performance, ensuring CPD is appropriate and effective
- Evaluate the quality of education and outcomes through robust self-assessment and use the findings to develop capacity for sustainable improvement
- Contribute to whole school improvement plans and effectively lead strategic planning in Computing
- Manage budgets and resources effectively, support the school in achieving best value
- To carry out the duties of a school leader, as set out in Teachers Pay and Conditions document

Student Outcomes – work with the department to:
- Assess, monitor, record and report on the learning, progress and achievement of students within the department; ensure progress and sustained improvements
- Design assessment points and effective homework activities in order to monitor on going progress and extend beyond the classroom
- Use data effectively to track progress and co-ordinate intervention; record & evaluate the impact of interventions

- Identify vulnerable students or groups of students and intervene to support them
- Meet targets for accredited qualifications including GCSE and BTEC
- Ensure the Computing staff communicate effectively with parents
- Assess students' approach to learning within the department and support where necessary to maintain high standards of engagement
- Ensure there are high expectations for all students; school and department policies designed to improve standards of achievement are implemented; staff have an awareness of their responsibility for the Health, Safety and Welfare of students.

Curriculum – work with the department to:
- Design and ensure the implementation of an aspirational and challenging curriculum
- Ensure that the department's equipment and resources are maintained to good order and that the rooms allocated for the department's use are cared for an offer an attractive environment for students
- Network with other comparable schools and interact with advisors and inspectors as required
- Ensure that cross curricular themes of literacy and numeracy are embedded in departmental practice
- Provide a range of Computing related extra-curricular activities to appeal to all students and increase participation across the whole school; provide high quality enrichment and extension experiences
- To fulfil the role of classroom teacher as set out in the Enlighten Learning Trust teacher job description
- To undertake any other tasks as reasonably requested by your Line Manager