

Ethos Statement

The postholder will actively support and promote the Catholic ethos and mission of the school, ensuring all students experience an inclusive environment rooted in respect, compassion, and learning. While it is not a requirement to be Catholic, the Head of Computer Science is expected to uphold and model the school's values in their leadership and teaching.

Purpose

To lead and manage the Computer Science department, ensuring high standards of teaching and learning, fostering innovation in curriculum delivery, and supporting the ethos and values of the school. The role includes strategic planning, staff development, raising student achievement across all key stages and responsibility for e-safety co-ordination for the school and wider community.

Reporting to

Designated member of Leadership Team

Line Manages

Computer Science teaching staff and departmental support staff

Responsible for Liaising with

- Senior Leadership Team (Headteacher, Deputy Head, Assistant Heads)
- Other Heads of Department (for cross-curricular initiatives and resource planning)
- Student Support Services (e.g., SENCO, pastoral teams)
- Relevant non-teaching support staff (IT technicians, administrative staff)
- Parents and carers (regarding student progress and engagement)
- External bodies such as:
 - Examination Boards and Awarding Bodies
 - Partner schools and feeder schools
 - Higher Education institutions
 - Industry partners (especially for Computing-related projects)
 - Agencies promoting Computing education (e.g., STEM networks)

Disclosure Level

Enhanced

Teaching Commitment

The Head of Computer Science will have a teaching timetable, typically around 40 periods per fortnight, delivering high-quality lessons across KS3–KS5.

HEAD OF COMPUTER SCIENCE (TLR2)

Core Responsibilities

Main Pay Range Teachers' responsibilities are as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document. Main Pay Range Teachers are required to act in accordance with the school's ethos, policies and practices, under the direction of the Headteacher.

In addition to the duties and responsibilities of a Main Pay Range Teacher this post, as an Upper Pay Range role, requires the post holder to be highly competent in all elements of the Teacher Standards, to ensure that achievements and contribution to the school are substantial and sustained.

1. Teaching

1.1. Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work to achieve target levels of pupil attainment, progress and outcomes.

1.2. Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.

1.3. Set and mark work to be carried out by the pupil in school and elsewhere.

1.4. Participate in arrangements for preparing pupils for external examinations.

2. Whole school organisation, strategy, and development

2.1. Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.

2.2. Work with others on curriculum and/or pupil development to secure co-ordinated outcomes. Oversee ongoing curriculum refinement in Computer Science and quality assure Teaching and Learning within the Department.

2.3. Support Head of PSHE with e-safety aspects of the PSHE curriculum. Source useful and timely information for the wider community, specifically families. Lead on the auditing of e-safety across the school.

2.4. Supervise and, so far as practicable, teach any pupils where the person timetabled to take the class is not available to do so. (You will only rarely be required to provide such cover in circumstances that are not foreseeable).

3. Health, safety, and discipline

3.1. Promote the safety and well-being of pupils in accordance with the school's Child Protection and other relevant policies.

3.2. Maintain good order and discipline among pupils in accordance with the school behaviour policy.

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4. Management of staff and resources

- 4.1. Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2. Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3. Deploy resources delegated to you in accordance with School policies.

5. Professional development

- 5.1. Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2. Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6. Communication

- 6.1. Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.

7. Working with colleagues and other relevant professionals

- 7.1. Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2. Participate in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgment.

8. Fulfil wider professional responsibilities

- 8.1. Make a positive contribution to the wider life and ethos of the school.

9. Upper Pay Range Accountabilities

- 9.1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- 9.2. Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 9.3. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- 9.4. Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

- 9.5. Have a more developed knowledge and understanding of your subjects/curriculum areas and related pedagogy including how learning progresses within them than a Main Pay Range teacher.

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9.6. Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.

9.7. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.

9.8. Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice to help them meet the relevant standards and develop their teaching practice.

9.9. Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> Proven experience of teaching Computer Science Key Stage 3 – Key Stage 4 Experience of teaching Key Stage 5 Experience in a Leadership or Management role within a department Track record of raising student achievement and implementing effective interventions. 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>
Qualifications and Training	<ul style="list-style-type: none"> Qualified Teacher Status (QTS) and PGCE or equivalent. Degree in Computer Science or closely related discipline (Equivalent professional qualifications may also be considered alongside a degree). Evidence of continuing professional development. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>
Knowledge and Skills	<ul style="list-style-type: none"> Good organisational skills and high teaching standards. A desire to improve themselves in terms of skills, knowledge and experience. 	Candidates need to be able to demonstrate these skills, either via the Application Form or interview.
Personal Qualities	<ul style="list-style-type: none"> Excellent proactive communication and interpersonal skills 	Candidates need to be able to

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	<ul style="list-style-type: none">• Patience, a sense of humour and an ability to accept and act on constructive feedback.• Strong organisational and time-management abilities.• Ability to work on their own initiative and be a good team player.• Ability to inspire and lead a team effectively.• Commitment to Safeguarding and promoting the welfare of students.• A commitment to the Catholic ethos of the school.• The ability to converse at ease with members of the public and provide advice in accurate spoken English.	demonstrate these skills, either via the Application Form or interview.
		Essential
		Essential
		Essential

While every effort has been made to outline the key duties and responsibilities of this role, it is not possible to list every task that may be required. Staff members are expected to respond positively to any reasonable request from their manager to carry out duties of a similar nature and level that may not be explicitly stated in this job description.

Inclusivity and Accessibility Statement

We warmly welcome applications from all candidates and are committed to creating an inclusive and supportive working environment. The school will make every effort to provide reasonable adjustments to the role or workplace to ensure equal access to employment opportunities for applicants with disabilities. If you require any adjustments during the recruitment process or in the role itself, please let us know so we can support you.

Date: January 2026