Head of Computer Science
Harris CofE Academy

**Candidate
Information
Head of Computer Science**

Together, pursuing life in all its fullness

Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,500 Multi Academy Trusts in England. The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.

Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

Michael Cowland, Chief Executive Officer

What our employees say about us…

In our 2024 staff survey, the Trust scored above national benchmarks in almost every area. Support from colleagues is a particular strength of working for us: our staff value the respect and support they receive from their colleagues. Leadership is also an area of significant strength and staff rate their leaders highly. Finally, job satisfaction and employee communication are rated highly and above national benchmarks.

Staff support and relationships

How comfortable are you with asking your colleagues for help when you need it?	**93%**
How respected by your colleagues do you feel?	**91%**

Leadership

Leadership dynamics	**10% higher than national benchmark**
Professional support from line manager	**3% higher than national benchmark**

Job satisfaction and communication

Effective and regular communication with employees	**90%**
Job satisfaction	**5% higher than national benchmark**

Diocese of Coventry

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:

- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.

'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'

Bishop of Coventry

Head of Computer Science

About the Role

The Trust is looking to appoint an inspirational and highly effective Head of Computer Science who is committed to supporting Harris CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of TMS 1-6, UPS1 -3 +TLR2b (£5,868)
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact recruitment@harris.covmat.org for an informal discussion about the post. Please note the closing date for applications is midnight, Sunday, 12th April 2026. Please apply through My New Term's online application process.

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews dates to be confirmed.

Job Description

KEY PURPOSE

- Responsibility for teaching and learning, achievement and attainment within the department.
- Organisation of the delivery of the subject in the academy. To contribute to the development and maintenance of whole academy strategy, policies and ethos.

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The academy complies with these requirements in order to make reasonable demands of teachers.

ACCOUNTABILITIES

The appointee will be line managed by the Senior Leader with responsibility for Computer Science.

PRINCIPAL RESPONSIBILITIES

Strategic direction and development of the subject:

- To develop and implement policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning.

- To demonstrate an enthusiasm for the subject which motivates and supports other subject staff and encourages a shared understanding of the contribution the subject can make to all aspects of students' lives.

- To display a developing and professional knowledge base together with the ability to identify the key implications for subject development.

- To use relevant academy, local and national data to inform targets for development and further improvement for individuals and groups of students.

- To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.

- To establish and implement a variety of systems and processes which provide good information gathering about students' prior learning, their progress and achievements and the quality of teaching and learning in the subject.

- To involve all departmental colleagues in the creation and execution of the termly departmental action plan. This will identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the whole academy evaluation form (AEF).

- To regularly review and evaluate the progress towards the targets set in the Department Action Plan and provide regular progress updates to the SLT line manager to ensure that they are fully aware of all successes, issues and concerns.

- To ensure, where appropriate, representation of the department at Middle Leaders meetings. If not attending the Middle Leaders meetings, to keep abreast of debate and contribute through a representative colleague.

- To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.

Teaching and learning

- Provide aspirational and effective learning experiences for students, in which lessons are consistently of at least "good" quality;

- To lead the subject staff in the teaching of the subject, and provide a role model for high quality teaching and learning in the subject.

- To keep abreast of new developments in content and teaching style.

- To monitor and evaluate the department's examination specification and schemes of work.

- To engage all subject staff in the creation, consistent implementation and improvement of the schemes of work.

- To ensure that all subject staff follow the agreed syllabus/specification.

- To ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times. To ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group (except where some sets are following accelerated courses).

- To initiate and, where appropriate, organise curricular and educational enhancement activities related to the subject.

- To provide regular feedback and INSET to all subject staff on teaching and learning which recognises good practice and supports their progress.

- To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff, and take appropriate action to improve further the quality of teaching and learning.

- To provide quality assurance monitoring and intervention with all subject staff.

- To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes.

- To provide regular feedback to the SLT line manager to help the academy evaluate its practice.

- To assist the SLT line manager in the regular review of the standards of leadership, teaching and learning in the subject area

- To ensure that subject staff are aware of the implications of equality of opportunity which the subject raises.

Leading and managing staff

- To give necessary help and guidance to music and drama staff.

- To help in the selection of teaching staff for the department.

- To be responsible for inducting NQTs and new staff.

- To ensure that all subject staff understand, and are actively implementing, the key aspects of the academy's behaviour and inclusion policies.

- To assist members of the department in discipline matters.

- To secure, maintain and integrate the collaborative effort of the subject staff so that involvement, commitment and team spirit are promoted.

- To ensure that subject staff are familiar with and follow all academy and departmental policies e.g. reports, disciplinary procedures, setting and marking of work.

- To manage the support staff in the department.

- To alert the line manager of any complaints regarding subject staff and discuss strategies for the support of teachers as required.

- To implement and promote the use of performance management to develop the personal and professional effectiveness of subject staff.

- To act as a performance management team leader for identified teachers

- To ensure the performance management arrangements are effectively discharged by the other team leaders in the department.

- To ensure that all subject staff have high quality professional development opportunities.

- To monitor and evaluate the contribution and impact of other staff to academy improvement.

- Take initial responsibility for the pastoral care and welfare of all departmental staff.

Resource Management

- To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.

- To administer efficiently and effectively the resources and capitation of the department.

- To ensure that the teaching area allocated to the department is kept in good order.

- To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.

- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.

- To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of teaching load in accordance with information issued by SLT.

- To plan the deployment of staff expertise to achieve the targets in the AEF.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust the Head of Computer Science will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

Safeguarding
- Safeguarding is a paramount responsibility at Harris Church of England Academy. The Head of Computer Science will:
  - Uphold the school's safeguarding policies and procedures, ensuring the welfare and safety of all students.
  - Work with the designated safeguarding lead (DSL) to share any concerns related to student data that may indicate safeguarding issues.
  - Maintain confidentiality and professionalism when handling sensitive student information.
  - Promote a culture within the school community where safeguarding and child protection are central to all activities and decisions.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

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SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust 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 candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: Disclosure and Barring Service - GOV.UK (www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION
The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS
Whilst every effort has been made to explain the main duties and responsibilities or the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Essential	Desirable	Application	Interview Process	References
				Measured By		
Qualifications and Experience						
1	Qualified teacher	✓		✓		
2	Degree in appropriate discipline	✓		✓		
3	Recent experience of professional development appropriate to the role		✓	✓		
4	Evidence of further study or degree		✓	✓		
5	Proven ability in the teaching of the National Curriculum		✓	✓		
6	Experience of delivering teaching in a Church School		✓	✓		
Professional Experience and Knowledge						
1	Successful teaching experience	✓		✓	✓	✓
2	Up to date knowledge of the National Curriculum cross curricular areas	✓		✓	✓	✓
3	Knowledge and experience in teaching KS3 and KS4 in appropriate discipline	✓		✓	✓	✓
4	Target setting and monitoring progress.	✓		✓	✓	✓
5	Knowledge and experience of applying SEN and inclusion legislation	✓		✓	✓	
6	Knowledge and understanding of curriculum development	✓		✓	✓	
7	Experience of implementing school wide initiatives		✓	✓	✓	
8	Competent use of ICT	✓		✓	✓	
9	Evidence of the development of resources and individual class schemes of work for student with Special Educational Needs		✓	✓	✓	
10	Knowledge of assessment, recording and reporting of pupils' progress and achievements	✓		✓	✓	
11	Experience of producing differentiated resources		✓	✓	✓	
12	Knowledge of the school's role in providing effectively for the needs of it's pupils including those with SEN or EAL	✓		✓	✓	✓
13	Experience in teaching in a similar school in the past three years	✓		✓		
14	Experience of supporting the management development of colleagues		✓	✓	✓	
15	A commitment to and evidence of promoting diversity and equal opportunities within the Academy curriculum and employment practice	✓		✓		
Leading Teaching and Learning						
1	Target setting and monitoring progress.	✓		✓	✓	✓
2	Evidence of the development of resources and individual class schemes of work for student with Special Educational Needs		✓	✓	✓	
3	Knowledge of assessment, recording and reporting of pupils' progress and achievements	✓		✓	✓	
4	Experience of producing differentiated resources		✓	✓	✓	
5	Experience in teaching in a similar school in the past three years	✓		✓		
Personal Qualities						
1	Is committed to driving continuous improvement and pupil outcomes	✓		✓	✓	
2	Have a flexible approach to work	✓		✓	✓	

#	Criteria					
3	Interested in developing the academy values	✓		✓	✓	
4	Ambition for further professional development	✓		✓	✓	
5	Committed to a distinctive Church school ethos based on Christian values	✓			✓	✓
6	Has high expectations and personal integrity with the ability to promote and sustain the values, culture and Christian ethos of the Academy	✓			✓	✓
Other						
1	A good team player	✓		✓	✓	✓
2	Excellent classroom management skills	✓				
3	The ability to deliver lessons offering students pace and challenge	✓				
4	Evidence of good personal relationships, including the ability to work as a member of a team	✓		✓	✓	✓
5	Be able to develop professional working relationships with all students	✓		✓	✓	✓
6	Evidence of a commitment to the protection and safeguarding of young people	✓		✓	✓	✓
7	Be able to demonstrate good ICT skills both in use and across the curriculum	✓		✓	✓	
8	Evidence of the ability to handle difficult situations sensitively	✓		✓	✓	
9	Evidence of appreciation of establishing and developing positive relationships with parents, governors and the local community	✓		✓	✓	
10	Evidence of the ability to communicate effectively, both orally and in written form	✓		✓		
11	Evidence of a commitment to Equality and Diversity	✓		✓	✓	
12	Evidence of a commitment to and participation in extra-curricular activities for children	✓		✓	✓	

I …………………….. hereby confirm that I have received a copy of the Job Description for the post of **Head of Computer Science**

Signed …………………………………………………   Date …………………………..

Our Academies

St Laurence's CofE Primary School
Old Church Road
Coventry
CV6 7ED

St Bartholomew's CofE Academy
Bredon Avenue, Coventry
CV3 2LP

Queens CofE Academy
Bentley Road
Nuneaton
CV11 5LR

Stretton CofE Academy
Stretton Avenue
Coventry
CV3 3AE

St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF

Harris CofE Academy
Harris Drive
Overslade Lane, Rugby
CV22 6EA

St Nicolas CofE Academy
Windemere Avenue
Nuneaton
CV11 6HJ

Studley St Mary's CofE Academy
New Road, Studley
B80 7ND

Central MAT Office
The Diocese of Coventry Multi Academy Trust
c/o St James CofE Academy
Barbridge Road
Bulkington, Bedworth
CV12 9PF

St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ

All Saints Bedworth CofE Academy & Nursery
Off the Priors, Mitchell Road
Bedworth
CV12 9HP

Dunchurch Boughton CofE Junior Academy
Dew Close
Dunchurch
CV22 6NE

St Oswald's CofE Academy
Addison Road
Rugby
CV22 7DJ

St Michael's CofE Academy
Hazel Grove
Bedworth
CV12 9DA

Leamington Hastings CofE Academy
Birdingbury Road, Hill,
Leamington Hastings, Rugby
CV23 8EA

Leigh CofE Academy
Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ

Salford Priors CofE Academy
School Road
Salford Priors, Evesham
WR11 8XD

All Saints CofE Academy LW
Warwick Road
Leek Wootton, Warwick
CV35 7QR

Burton Green CofE Academy
Hob Lane
Burton Green, Coventry
CV8 1QB

Long Itchington CofE Academy
Stockton Road
Long Itchington, Southam
CV47 9QP

Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE

Dunchurch Boughton CofE Infant Academy & Nursery
School Street
Dunchurch
CV22 6PA

Ryton-on-Dunsmore Provost Williams CofE Academy
Sodens Avenue
Ryton-on-Dunsmore
CV8 3FF