

**Job Description**
**Post title: Head of Computer Science - Uppingham Community College**

<b>Grade:</b>	<b>Head of Computer Science</b>
<b>Salary:</b>	<b>MPS/UPR + TLR 2a</b>
<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Headteacher in all cases.</li> <li>• Senior Deputy Headteacher/ Assistant Headteachers</li> <li>• The postholder is expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum, with the aim of improving teaching and learning across the school.</li> <li>• The post holder will be expected to network and liaise across the multi academy trust group of schools and wider, to ensure continue a consistency of approach pertinent to the post.</li> </ul>
<b>Contract Type:</b>	<b>Full Time &amp; Permanent</b>
<b>Line Managing:</b>	<b>All members of Teaching and Support staff within the Computer Science department.</b>

**Trust Values**
***Inclusion: Include, value and respect each other***

- We create a community that is welcoming and inclusive to all.
- We increase the presence, participation, and achievement of all.

***Sustainability: Act and think about the stainability of all our actions***

We make decisions based on long term impacts rather than short term gains.

We take actions to reduce the impact on our environment and raise awareness with adults and pupils.

***Partnership: A willingness and a desire to work effectively with others***

We learn from organisations outside of our setting to improve our practice.

We create impact which is not possible by working in isolation.

***Integrity: Demonstrate sound tomorrow and ethical principles***

We do the right thing, even when circumstances might be difficult.

We ensure our actions are consistent with our words.

***Respect: Treat everyone with respect and fairness***

We are thoughtful of others and act with kindness.

We promote diversity of thought, ideas and people.

***Excellence: Strive for excellence in all we do***

We focus on what matters to deliver ambitious outcomes for all.

We create a culture of continuous learning and innovation to drive improvements.

**School Values**

At Uppingham Community College, the core values of **Kindness, Honesty** and **Respect** form the cornerstone of our school culture. It is therefore paramount for all colleagues at UCC to model these at every opportunity so that we create the conditions where everyone can thrive in their learning, development and

### Job Purpose

- To provide strategic leadership and articulate a clear vision for Computer Science within KS3, building to KS4 GCSE by 2027.
- To plan, implement, monitor and evaluate a department plan for Computer Science that is aligned with the whole school Curriculum at UCC.
- To be responsible for the effective deployment and management of departmental resources.
- To support the UCC vision 'Everyone at UCC thrives'
- To line manage and develop colleagues within the Computer Science department at UCC ensuring non-specialists have the required materials and resources to deliver the KS3 curriculum and ensure high quality outcomes for all Computer Science students.
- To contribute to whole school delivery of online safety and approvals for new technologies.  
Eg AI.

### Specific Leadership Responsibilities

- Contribute to coaching and mentoring systems to ensure the support and development of the staff within Computer Science.
- To create and enhance effective relationships with colleagues in school and external to UCC.
- Contribute to a climate at UCC where all colleagues are empowered to achieve success through appropriate delegation of responsibility and accountability in a supportive environment.
- Build own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement

### Operational Leadership Responsibilities

- To ensure a good rate of progress and achievement for all students
- Day to day responsibility for leading and managing the Computer Science department.

### Teaching and Learning Responsibilities

#### 1. Teaching & Learning

- Teach Computer Science to a high standard that leads to excellent student progress;
- Inspire a love of learning in our students through highly tailored support within the curriculum;
- Develop a positive, welcoming and safe learning environment for students;
- Adapt lessons to suit the needs of all students;
- Use department curriculum plans and resources to deliver engaging lessons that are tailored to the needs of students;
- Use department assessment systems to accurately record the progress of students;
- Provide students with feedback on their learning and progress in line with the College's Feedback for Learning policy;
- Contribute to the development of department resources by working collaboratively with colleagues;

- Teach all students according to their educational needs;
- Teach Personal Development Education
- Perform the role of Form Tutor to a high standard, providing pastoral support that develops young people holistically.

## 2. Curriculum & Assessment

- Contribute to curriculum planning and development within the subject area.
- Use formative and summative assessments to monitor student progress effectively.
- Provide timely and constructive feedback to students and parents/carers.
- Assess, record, and report on students' progress in line with school policies.
- Use data to inform teaching and provide targeted interventions.

## 3. Classroom & Behaviour Management

- Uphold and promote the school's behaviour policies, ensuring a safe and supportive learning environment.
- Implement positive behaviour management strategies that foster mutual respect.

## 4. Professional Development & Collaboration

- Continually strive to become an incrementally more effective practitioner;
- Engage in continuous professional development (CPD) to improve teaching practice.
- Participate in staff meetings, training, and school initiatives.
- Work collaboratively with colleagues to share best practices and contribute to whole-school improvement.
- Actively engage with educational research and innovation to enhance learning experiences.

## 5. Pastoral & Wider School Contribution

- Act as a form tutor, delivering pastoral care and supporting students' well-being.
- Promote the school's values and ethos through extracurricular activities and wider school engagement.
- Build strong relationships with students, parents/carers, and the wider school community.

## 6. Safeguarding & Equality

- Adhere to the school's safeguarding and child protection policies to ensure student welfare.
- Promote inclusivity and equal opportunities in teaching and learning.
- Uphold the professional expectations of the Teachers' Standards in all aspects of practice.

### Partnership Working Responsibilities

- Where appropriate create effective working relationships with external providers to support meeting the needs of our students e.g. vocational course providers.
- Quality assure all reports to send home to parents of Computer Science students.

### Influencing and Managing Relationships

- Hold all colleagues that you line manage at UCC to account for their performance in line with their job descriptions and/or Teachers' Standards.

- Line manage the Personal Improvement Planning (appraisal) process for those you line manage, setting ambitious targets and encouraging continuing professional development (school improvement focus).
- Nurture robust, open and effective relationships with all colleagues at UCC.

*As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. They may be asked to cover cluster leadership roles and responsibilities if required. The post-holder is expected to observe and comply with all UCC's policies and regulations, for example, safeguarding, health and safety, EVC, data protection etc.*