Job Description

Job Title: Subject Leader for Computer Science

Salary Scale: MPS/UPS + TLR 2c(ii)

Start: Start September 2019 (before, if possible)

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Subject Leaders are key to the life of the College and their role carries significant leadership and management responsibilities. It is essential that they actively support the vision and ethos of St Ignatius College. They have a clear vision for their subject area and their areas of responsibility include curriculum planning, developing teaching, learning and assessment, reporting in their subject areas, strategic planning, monitoring and evaluation, developing behaviour for learning, effective use of resources, creating a stimulating learning environment, overseeing Performance Management and addressing underachievement. Most importantly, Subject Leaders motivate others, lead by example and strike the appropriate balance of support and challenge.

This job description is in addition to the national standards expected of all who have attained Qualified Teacher Status and where applicable, Post Threshold Standards.

Job Purpose

The primary purpose of the Subject Leader Computer Science is to ensure that the standard of teaching, learning and assessment at all key stages within Computer Science is of the highest quality for all students so that they are able to achieve to the best of their ability.

Duties and responsibilities

Leading and Managing Staff

The Subject Leader Computer Science will lead a team of teachers and will provide all those who teach or support in Computer Science, the information, the support, challenge and development necessary to sustain motivation, secure improvements in teaching and result in excellent student progress.

The Subject Leader Computer Science will:

- line manage teaching staff effectively and deploy teaching and support staff, in their subject areas
- take part in the appointment process for new members of the subject areas
- ensure that there is a programme of support and guidance for any new members of the subject areas with particular provision for NQTs, Graduate Trainees, Unqualified teachers or student teachers
- support subject area staff with professional advice and appropriate staff development

- carry out Performance Review for members of the department
- ensure that support staff are used effectively within the subject areas where appropriate
- arrange and chair regular subject area meetings and ensure that action points are taken and are passed on to SLT line manager
- ensure their own professional development

Strategic Direction and Development of the Subjects

- produce a strategic plan to deliver the faculty vision which is supported by an annual action plan
- be accountable for the strategic direction, leadership and management of the subject area and the development and implementation of subject policies, plans, targets and practices within the context of the School's aims and policies
- complete an annual evaluation of the subject area including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan

Curriculum

- create a curriculum that inspires students to become effective lifelong learners
- plan, implement and review the subject areas' curriculum within the framework of the National Curriculum requirements, examination syllabi and the School Improvement Plan
- map out the curriculum ensuring that long, medium and short term plans are in place
- support team to create Schemes of Learning which enable all students to become effective learners
- ensure that assessment is regular, thorough, reliable and formative
- provide extra curricular activities to extend and challenge pupils

Learning and Teaching

The Subject Leader will secure and sustain effective teaching of the subject, evaluate the quality of teaching and standards of pupils' achievement and set targets for improvement.

- lead, develop and enhance the teaching practice of all teachers within their subject area, evaluating the quality of teaching and securing and sustaining effective teaching of the subject
- ensure high standards of teaching and learning for all students, regardless of their ability, throughout the subject area
- monitor and evaluate the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management
- use a range of monitoring techniques such as analysis of examination results, classroom observation, learning walks, work scrutinies, study of lesson plans and pupil interviews

Monitoring Pupil Progress

- be accountable for the highest standards of pupil achievement within their subject areas, monitoring and evaluating pupil achievement and setting targets for improvement
- ensure rigorous internal tracking is in place to monitor student progress

- ensure that there are full records of students' assessments and examinations and that these are easily accessible for all staff
- produce and analyse subject examination predictions and results and produce an annual report on results for the Headteacher and Governors
- develop strategies to meet subject targets
- ensure that there are practices in place for subject area staff to set and discuss individual pupil and group targets
- lead and manage intervention strategies for those students who are under-performing

Internal Communication

- attend meetings of Middle Leaders and represent the views and interests of the subject area at any appropriate meeting
- meet regularly with the Line Manager to discuss progress within the subject area
- produce written reports/information required by SLT and Governors including an annual Subject Area Review

External Examinations

- ensure that pupils are thoroughly prepared for their examinations
- oversee the moderation of any coursework, practice exams, etc
- liaise with the Examinations Officer to organise examination entries

Pupil Discipline within the Subject Area

- ensure that there is a positive and orderly working atmosphere within lessons in the subject area in accordance with the Ignatian Code of Conduct
- ensure that all pupils are guaranteed an appropriately differentiated learning programme and are grouped in appropriate groups, and regularly review those grouping arrangements
- support the College policy on Rewards for Good Work and Good Behaviour

Communication with Parents

- attend any appropriate meetings with parents
- inform parents of the curriculum followed by pupils and of any major concerns or successes of pupils within the subject area
- oversee subject reports which are sent to parents

Staff Absence

- ensure that appropriate work has been set and that the resources required are available
- support supply staff who are working within the subject area
- ensure work is set and marked for students who are absent from lessons internally, externally or away from school for long term medical reasons.

Efficient and Effective Deployment of Staff and Resources

The Subject Leader will deploy staff judiciously and will identify appropriate resources for the subject and ensure that they are used efficiently, effectively and safely.

Resources within the subject area:

- complete, as part of the subject area review and development plan, a bid for capitation and complete, as appropriate, other bids for resources within the subject area
- ensure that stock and equipment is well cared for and economically used
- ensure that full records of orders, expenditure, stock etc. are kept
- ensure that subject area rooms present a stimulating and tidy environment
- implementing the school's Health and Safety Policy
- liaise with the SLT line manager and timetable over the allocation of staff and rooms

Additional Specific Responsibilities

Carry out after school duties as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. The job description is subject to review