

## **Head of Computing Job Description**

### **Purpose**

*The Head of Computing is responsible for enhancing the teaching and development of IT across the school, ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty, in accordance with the aims of the school.*

### **Responsibilities**

#### **General Responsibilities**

- Encourage high standards in all aspects of school life, particularly in student progress
- Promote the vision, mission and aims of Knightsbridge School.
- Support and motivate students, teachers and other school employees
- Create a productive and disciplined learning environment
- Operate at all times within the stated policies and practices of the school;
- Provide upwards feedback and suggestions for improvement
- Administer the allocated budget
- To lead the successful delivery of computing across the school
- To work to the direction of the Director of Learning on any matters relating directly to this role that may occur from time to time.
- To support the SLT by maintaining efficient and effective management and organisation of learning resources and provide information for the school SEF;
- Attend section and head of department meetings.
- To lead the development of differentiated schemes of works for pupils across the school so that every young person makes outstanding progress in their learning
- Plan and deliver appropriate departmental and individual training and run inset as required, tracking the effectiveness and impact of all training;
- Run parent sessions on ICT-related matters, including e-safety
- Safeguard pupils through the effective management of School online safety, mobile devices and digital safeguarding, working with the Designated Safeguarding Lead on all digital safeguarding matters;
- Lead on ICT compliance, reviewing and updating the School's online and IT policies, AUPs and other IT related policies ensuring that all policies are effective for staff and pupils and implement latest ISI and statutory guidance;
- Work alongside the IT support team to ensure the very best technology provision for staff and pupils across the school

#### **Curriculum**

- Produce schemes of work containing clear learning objectives and success criteria and reviewing these regularly to ensure effectiveness, applicability and usability;
- Contribute to the whole school's planning activities.
- Ensure planning takes account of the needs of EAL, SEN and Enrichment pupils
- Discuss and write a development plan for the subject that identifies clear targets, timescales and success criteria for its development in line with the overall School Development Plan.

- Liaise with other schools and agencies in order to ensure the school is up-to-date with local and national developments and guidance in the subject;
- Arrange for appropriate resources to support the schemes of work, evaluating and piloting new subject resources and materials as necessary
- Contribute to meetings, discussions and management systems necessary to coordinate the work of the area /aspect and integrate this into the work of the school as a whole;
- Monitor progress in the subject area and amend curriculum as necessary to improve progress
- Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils;
- To analyse and report on pupil achievement data
- Ensure a thorough understanding of the ISEB 11+, 13+, GCSE and Scholarship requirements and the requirements of KS future school entry requirements.
- Produce termly curriculum overviews for parents.

### Teaching & Learning

- Develop and implement practices which reflect the school's commitment to high achievement through effective teaching and learning;
- Plan Teaching to achieve progression in children's learning
- Set and achieve the highest standards of attainment possible for each child and group as a whole.
- incorporate recommendations from the Learning Support Department according to the advice given from the Head of Learning Support
- Establish and maintain a safe environment and a purposeful working atmosphere which supports learning and in which children feel secure and confident;
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, auditing and analysing work, achievement and outcomes;
- Set high expectations for children's behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships;
- Take overall responsibility and therefore appropriate action to support the ongoing improvement of the quality of teaching and learning in IT across the whole school.
- Liaise with colleagues to ensure curriculum continuity and progression;
- Provide feedback to the Director of Learning on the overall quality of teaching and learning within the subject and on any particular areas requiring improvement.
- To ensure that school wide policies, procedures and expectations, e.g. cross-curricular, ICT and marking, are carried out effectively within the subject and in conjunction with the school development plan;

### Monitoring, Assessment, Recording and Reporting

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- Mark and monitor children's work regularly and set targets for progress;
- Assess and record children's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which each child is achieving;
- Undertake assessment of children as requested by examination bodies and school procedures;

- Prepare and present informative reports to parents;
- Fulfil the requirements of the school's Assessment Policy.
- complete data analysis to track cohorts, pupils and groups as directed by the Director of Learning.

#### Professional Requirements, Standards & Quality Assurance

- Have knowledge of, and adhere to, safeguarding policies and procedures
- Be proactive in matters relating to health and safety;
- Have good numeracy and computer skills;
- Have good spoken and written communication skills;
- Research and avail oneself of training and development opportunities and regularly attend Continuous Professional Development (CPD) sessions, taking responsibility for their own professional development and duties in relation to school policies and practices;
- As required, take responsibility for a class tutor group.
- Take part in the school's annual appraisal programme;
- In addition, carry out other duties as reasonably required by the SLT.