

Davison CE High School for Girls

Selborne Road, Worthing, West Sussex, BN11 2JX
Telephone: 01903 233835



Position	Subject Leader of Computing and ICT
Line Manager	Deputy Headteacher
Scale	TLR2b-TLR2c depending on experience
Overview	
The Subject Leader of Computing and ICT will need to have an in-depth knowledge of the GCSE subject content and the KS3 National Curriculum. The successful candidate will also be responsible for supporting, developing and enhancing the subject knowledge and teaching pedagogy of non-specialist computing teachers.	
Main duties	
<p>Ensure high standards of teaching, learning and attainment within the Computing and ICT Department.</p> <p>Deliver a broad, balanced and relevant curriculum for students, in accordance with the aims of the School and curricular policies determined by the Governing Body.</p> <p>Act as a Lead for all Computing and ICT courses and manage the department on a day-to-day basis.</p> <p>Monitor and support the overall progress and development of students.</p> <p>Possess the ability to plan and lead the curriculum for Computing at KS3 and 4.</p> <p>Establish links with other organisations to enrich the learning experience of the students, whilst also maintaining links with partner schools, local colleges and businesses in the community.</p> <p>Lead the development of appropriate resources, schemes of work, marking policies, assessment and teaching strategies in the department.</p> <p>Liaise with the Data and Exams Manager to maintain accreditation with the relevant examination and validating bodies.</p> <p>Promote teamwork and motivate staff to ensure effective working relations.</p> <p>Work with the ICT support team to ensure that appropriate, up-to-date software is being used where possible.</p> <p>Whole-school responsibility for leading e-safety and e-learning across the curriculum.</p> <p>Assist in the facilitation of training for staff, parents and students on the school's VLE system.</p> <p>Effectively promote Computing and ICT at Open Evenings and other school events.</p>	

Manage the Departmental budget. Take on the duties of a form tutor.

Attend scheduled Subject Leader meetings and contribute effectively.

Take a proactive approach to professional development of all colleagues within the department, including personal professional development.

Uphold all school policies to the highest standards and undertake all other reasonable duties as specified by the Headteacher.

Key responsibilities

- Teach and model engaging and effective subject teaching that motivates, inspires and improves pupil attainment.
- Plan and implement a subject curriculum that ensures coherence and progression in the teaching of key subject knowledge, skills, understanding and concepts.
- Monitor, evaluate and continually improve the quality of planning, teaching and assessment of all members of the department.
- Lead the assessment process in the department.
- Analyse student performance data and respond to the outcomes of assessment to ensure appropriate planning, teaching and interventions.

Person Specification

Teaching Experience and Background:

- Experienced Teacher
- Evidence of Successful teaching and high levels of student achievement

Professional Experience:

- Experience of teaching at least to GCSE standard with a proven track record of good classroom practice and a clear understanding of what motivates students

Leadership Skills:

- Ability to lead, manage and motivate a team of teachers and support staff
- Ability to work calmly under pressure and to a high standard
- Ability to solve problems
- Ability to hold colleagues to account

Personal and Interpersonal Skills:

- High personal and professional standard
- The ability to relate to young people and enjoy working with them
- The ability to create a caring environment within which there is opportunity and encouragement for students to achieve their potential
- High standards of personal organisation shown and expected of other team members

Knowledge and Skills:

- You will need to possess an excellent knowledge and understanding of Computing GCSE and iMedia BTEC

The post is subject to DBS clearance in line with “Safeguarding Children & Safer Recruiting”

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.