Head of Computer Science

St Bede's College is a Catholic HMC Independent College for boys and girls aged 3-18 and are seeking to appoint an experienced and dynamic teacher of Computer Science to teach across the age range (Years 7-13) including A Level Computer Science. This position is suitable for a well-qualified teacher looking for career development, who is willing to promote the use of educational technology across a range of subjects and lead on digital strategy.

Job Description

JOB TITLE: Head of Computer Science

GRADE: St. Bede's Pay Scale and Management Allowance

TERMS: From 1 September 2019

REPORTING TO: Head of Faculty

MAIN JOB PURPOSE:

- Leading the development of the department and promoting the use of educational technology across the whole College.
- Attending relevant meetings; working as a member of a team within the faculty; contributing positively and effectively to working relations within the College.
- Have and promote high expectations of all pupils to ensure that they can achieve their full educational potential.
- To teach Computer Science across Key stages 3, 4 and 5.
- To provide an appropriate balance of teaching styles and learning experiences.

- In accordance with our Mission Statement and all agreed priorities and policies, to play an important role in the delivery of high quality teaching and learning opportunities for all pupils of St Bede's College

CORE DUTIES:

- Leading and developing the teaching of Computer Science.
- Promoting, supporting and advising on the use of Educational Technology
- Advise and lead on College wide Digital Strategy
- Ensuring that assessments, records, reports and references are efficiently produced and recorded, and that records of work covered with each class are available for monitoring of and discussion with the Head of Faculty.
- Teachers are to conduct themselves in accordance with the high standards and expectations expressed in the College behaviour policy. This will be expressed through high personal professionalism, an excellent personal example for pupils, support for colleagues and a strong commitment to the school's Catholic ethos and ideals.
- As a member of the College's teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the College and to ensure that all aspects of the College Safeguarding Policy are implemented.

KEY TASKS:

1. Improvement Processes

- To agree with the Faculty Head a detailed Development Plan for the Subject Area, which will provide a clear sense of vision and strategic direction for the subject
- To effectively implement this Plan within agreed timescales, so as to continually enhance the quality of teaching, learning and achievement within the Subject Area, and maintain robust assessments and records of this progress
- To attend a fortnightly meeting with the Faculty Head and other Subject Leaders in the Faculty
- To hold regular Subject Area meetings to assist the Faculty Head in aspects of Performance Management (only if three or more members)
- To attend meetings as requested by the Headmaster

2. Resources

- To maintain a team ethos within the Subject Area, and to delegate tasks in a way which maximises the use of available talent, experience and enthusiasm, and provides development opportunities.
- To keep expenditure on the Subject Area within the allocated capitation budget, and ensure that stock and equipment are well cared for and economically used.

3.   Promoting the Subject Area

- To set a personal and professional example of enthusiasm, which promotes esteem for the subject within and outside the College, and inspires colleagues and pupils alike
- To ensure that Subject Area rooms and corridors present a stimulating environment for pupils and visitors
- To organise the Subject Area at Open Events/Option Evenings, to present it in its best possible light

4.   Achievements and Examinations

- To ensure that the academic provision within the Subject Area, in terms of the curriculum and its delivery, is appropriate to the needs of students at all levels.This will be reflected in appropriate schemes of work, which will include extension activities
- To plan internal tests and examinations and ensure that all colleagues in the Subject Area keep clear, up-to-date records for all pupils, including internal assessments, examinations and external examination results
- To monitor, assess and report on pupils in accordance with appropriate St Bede's Policies
- To organise GCSE, AS, A2 and other examination entries with the Examinations Officer, and ensure completion of all course work within specified timescales
- To keep syllabuses, external examination choices and University requirements under regular review

5.   Subject Area Specific Tasks

Itemised here will be specific duties according to the curriculum needs of the particular Subject Area and the Level of the Management Responsibility Allowance held by the post-holder

- To teach across the age range
- To be responsible for devising schemes of work for all Computer Science classes
- To be responsible for choosing and delivering the specifications for all GCSE, AS and A2 courses
- To ensure departmental trips are organised on a regular basis
- To devise internal examinations for all year groups
- To keep abreast of new developments affecting your subject
- To liaise with your departmental colleagues promoting high expectations of pupils and staff at all times

PASTORAL DUTIES:

- Be a form tutor to an assigned group of students
- Promote the general progress and wellbeing of individual pupils and of the form tutor group as a whole
- Liaise with the Head of Section to ensure implementation of the school's pastoral system
- Register pupils, accompany them to assemblies, encourage their full attendance and their active participation in all aspects of college life
- Contribute to the preparation of Full school and Interim reports and profiling of tutor group
- Alert appropriate staff to any problems being experienced by pupils
- Communicate as appropriate with parents of pupils and persons or organisations outside the college concerned with the welfare of the individual pupils after consultation with appropriate staff
- Teach a weekly lesson of PSMEE to your form tutees

OTHER INFORMATION:

- To contribute significantly to leadership, with regard to the displays around the College and playing an active role in House Competitions
- To participate in and contribute to the general management of the school by promoting the ethos of St Bede's College, as detailed in the school's aims and values, and the rules and guidelines
- To work with the pastoral team by being a tutor and delivering PSMEE
- To contribute to the co-curricular life of the College

This Job Description sets out the major duties and other tasks associated with the stated purposes of the post. Other duties of a similar nature appropriate to the level of responsibility vested in the post and undertaken within the College are not excluded simply because they are not itemised.

The duties of the post could vary from time to time resulting from new legislation or changes in College Policy, and in this case appropriate training may be given to enable the post holder to undertake the new or varied work.

This list is not exhaustive but rather an indication of the main requirements of the role.

Person Specification

Education	Essential	Desirable
Good Honours degree in a related discipline	✔	
Qualified Teacher Status	✔	
Good record of relevant CPD		✔
Commitment to life-long learning and willingness to embrace new ideas	✔	
Teaching		
Ability to teach Computer Science at A Level	✔	
Experience teaching Computer Science at A Level		✔
Ability to teach Computer Science GCSE	✔	
Experience teaching Computer Science GCSE		✔
Ability to teach at KS3	✔	
Happy to teach across a wide ability range	✔	
Wider Responsibilities		
Ability and willingness to promote and support the use of Educational Technology in other subjects	✔	
Ability and willingness to lead on College wide Digital Strategy	✔	
Pastoral		
Prepared to act as a Form Tutor and support the College's commitment to outstanding pastoral care	✔	
Willingness to support the College's Catholic ethos	✔	
Skills		
Good organisational skills	✔	
A high level of professionalism in all aspects of their work	✔	
Flexible and proactive	✔	
Supportive of and sensitiveness to the needs of others	✔	
Willingness to contribute to co-curricular activities	✔	