|  |  |
| --- | --- |
| **Post Description:** | |
| **Post title:** | **Head of Computing, Business and Economics** |
| **Responsible to:** | Deputy Head |
| **Liaising with:** | Teachers of Business, Economics and Computing |
| **Pay range:** | Main scale / UPS + TLR2b |
| **Contract terms:** | Permanent |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Purpose**  The Head of Department is a key figure in the life of the school, whose core purpose is to raise standards in their department. They play a central role in helping to implement agreed aims and objectives for the school as a whole and, through their leadership of colleagues and students, for their department in particular.  **Responsibilities include:**  Subject and improvement planning:   * Reviewing and analysing student performance in external exams and writing the department’s self-evaluation and improvement plan * Monitoring the progress of students within the department throughout the year and overseeing the implementation of interventions as necessary. * Advising the Exams Officer about examination entries as required.   Students:   * Contributing to the allocating of students into teaching groups in line with school policy and in collaboration with other departments when appropriate. Reviewing teaching groups as necessary. * Being responsible for the guidance, discipline and welfare of students in the context of the department, in association with colleagues who have special responsibilities in these fields, with a particular care for students in vulnerable groups. * Monitoring, assessing, recording and responding to students’ progress and needs in line with school policy. Setting targets and implementing intervention strategies for students. Communicating with parents/carers as appropriate and ensuring all teachers in the department report to them as required by school policy. * Maintaining student records as required by school policy.   Staff:   * Making effective and equitable deployment of teaching and non-teaching staff, with advice on timetable planning. * Taking responsibility for the effective performance management of members of staff as required by the performance management structure. * Line Managing the Second in the Department (if applicable) and agreeing appropriate responsibilities for them. * Monitoring the work of all staff who teach in the department, including the quality of their teaching and marking, ensuring they set homework and meet deadlines as required, and liaising with the SLT Line Manager for the department about any action that needs to be taken.   Curriculum:   * Defining departmental aims and objectives and overseeing the translation of them into meaningful courses of study, which deliver at appropriate levels across all ages and abilities. * Overseeing the planning of the range of students’ learning experiences, in the context of the school’s and the department’s broad aims and objectives. * Taking responsibility for the production and updating of the subject’s schemes of work. * Guiding staff on the appropriate methodology and resources to realise departmental aims and educational ideology. * Relating the academic work of the department to children with special needs, to the school as a community and to the school in the community. * Evaluating departmental performance and priorities against agreed targets. Communicating and reviewing these with the SLT Line Manager, the Principal, Governors, and the Trust as required*.*   Resources:   * Evaluation, select, acquire or produce an appropriate range of learning materials to enable the curriculum to be delivered appropriately. * Giving guidance to other staff as necessary on the effective utilisation of resources. * Working within the budget provided for the department.  |  |  | | --- | --- | | Compiled by: Anna Hewes | Revision Number: 1 | | Approved by: | Revision Date \_\_\_/\_\_\_/\_\_\_ |  |  |  |  | | --- | --- | --- | | Attribute | Essential | Desirable | | **Qualifications and training** | * QTS status | * Good honours degree in relevant computing/IT subject | | **Experience** | * Successful teaching experience with at least KS3 and KS4 * Using ICT in the preparation and delivery of learning activities. * Successful experience in some aspect of leadership * Experience of Line Management. | * Successful experience of teaching KS5 * Ability to teach Computer Science | | **Knowledge and skills** | * Deliver at least consistently good lessons * Set high expectations which inspire, motivate and challenge students * Demonstrate good subject and curriculum knowledge * Plan and teach well-structured lessons * Adapt teaching to respond to the strengths and needs of all students * Make accurate and productive use of assessment * Manage behaviour effectively to ensure a good and safe learning environment * Successful experience of leading colleagues and delegating tasks effectively * Effective communication skills both written and oral * Successful experience of using students’ progress data to inform planning and interventions * Good ICT skills and able to use relevant applications * Ability to prioritise and develop effective strategies for further improvement. * Ability to communicate the vision for the implementation of those strategies effectively. | * Have improved the quality of teaching on colleagues through coaching or mentoring. * Successful experience of leading colleagues in school improvement * Experience of holding others to account | | **Personal qualities** | * Ability to cope with the duties and responsibilities of the post. * Stamina, drive, resilience, energy, enthusiasm and determination to succeed. * Good team worker. * Ability to demonstrate sound and balanced judgement, and flexibility * Understanding and sensitivity. * Ability to establish relationships built on trust. * Ability to promote excellence * Commitment to and belief in the equal value of all students. * Good sense of humour. | * Evidence of success in promoting the life- chances of young people | |

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**About East Midlands Academy Trust**

All staff should be committed to the school and East Midlands Academy Trust’s purpose, values and objectives.

A diagram of a pyramid

Description automatically generated

**Health and Safety**

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

**Safeguarding**

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

**Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.