



The Fernwood School

High Achievement with Care & Discipline for All

Head of Computer Systems Department

Job Description

September 2019



Salary: MPS + TLR2C (£5196)

Responsible to: **Head of Faculty**

Professional duties

As a teacher employed by The Fernwood Academy Trust you shall carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the current School Teachers' Pay and Conditions Document.

General duties and responsibilities for all qualified teachers

The post requires you to teach pupils in the age 11-16 age range within the professional duties of a Class Teacher under the School Teachers' Pay and Conditions Document, and in addition:

- Plan, teach and evaluate lessons to ensure a variety of tasks and learning experiences for pupils matched to their needs;
- Continuously assess pupils, provide feedback, set targets for pupils and ensure they know how best to improve;
- Use examples of pupils' work to exemplify standards and secure, high expectations;
- Organise lessons effectively to ensure high quality learning;
- Use positive discipline management techniques to resolve conflict and promote collaborative learning;
- Consistently apply whole school policies to ensure effective learning and inclusion;
- Contribute to the teaching of literacy and numeracy across the curriculum;
- Use appropriate ICT to ensure effective learning;
- Contribute to the academic, vocational and work-related curriculum as appropriate;
- Contribute to the development of all school policies;
- Participate in continuous professional development and appraisal;
- Act to promote a "pathway" approach, working with primary schools and post 16 providers as appropriate;
- Work with parents as partners to raise standards and achievement;
- Form professional and co-operative working relationship with colleagues;
- Set a good example to pupils through personal and professional conduct and presentation;



- Remain committed to ensuring that every pupil is given the opportunity to achieve their potential and meet the high expectations set for them;
- Be responsible to line manager;
- You may be asked to undertake any other duties which may be reasonably regarded as within the nature of the duties and responsibility/grade of the post defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

Core Purpose: Provide professional leadership and management of Computing, Media and Digital Technologies (ICT) in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement for all students. Ensure that students experience all aspects of the subject, and that all learners have the opportunity to both excel in and enjoy what they do. Learners make strong progress against prior attainment, by ensuring teaching is robust, and is supported by the latest pedagogical methods. Quality improvement is rigorous and appropriate measures are taken to address any areas of underachievement.

Specific responsibilities of this role:

- To be an inspirational role model for staff and students.
- To work towards continuous progress and raising of achievement for students across the 3 career pathways of the department; Computer Science, Digital Technology & Media.
- To provide a rich and varied Computing and ICT curriculum to excite and inspire students
- Ensure that each student's literacy, EAL and special educational needs are understood and catered for in the subject area.
- To co-ordinate and lead on enrichment opportunities and external visits for students such as code club.
- Develop innovative approaches to the curriculum in order to ensure appropriate access and achievement for all students.
- To develop the quality of learning and teaching and contribute to in-house professional development.
- To contribute to the leadership of the Art, Design and Technology faculty alongside the head of faculty.
- To monitor and evaluate classroom practice, student progress and behaviour.
- Have responsibility for the quality, standardisation and moderation of all aspects of assessment for the subject across all key stages to ensure exacting standards and accurate tracking of student progress.
- Monitor the quality of teaching and assessment.

Responsibilities for all teachers:

- Meet the relevant Teachers' Standards
- Promote the values and aims of the school
- Follow all relevant school policies
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- Create and maintain effective partnerships with parents and carers
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To comply with the school's Health & Safety policy and statutory requirements



- Plan lessons and sequences of lessons, ensuring lessons have pace and variety, that learning is personalised to meet individual learning needs and that teaching caters for the full range of learning styles of students
- Ensure that teaching reflects the diversity of backgrounds of students and promotes mutual respect
- Contribute to regular curriculum review to help maintain a relevant, stimulating and innovative curriculum provision
- Take responsibility for personal continuous professional development to ensure that knowledge and skills are kept up to date with respect to subject(s), pedagogy and curriculum developments plus wider school, local and national issues
- Assess progress of students in line with policy and records to ensure regular feedback and encouragement is given to students to take responsibility for their own learning
- Instigate measures to address the causes of identified underperformance and monitor the effectiveness of those measures
- Submit assessments to the school database, and complete students' reports for parents' consultation deadlines in school calendar, ensuring they provide an accurate record of the progress of each individual and meeting high quality standards
- Complete registers to monitor attendance and punctuality and take action to address any issues
- Utilise appropriate behaviour management strategies in lessons in line with school policy
- Participate in lesson observation and other measures to monitor delivery of learning outcomes and quality of teaching and implement measures to address any improvement issues identified
- Participate in the appraisal process, identifying personal professional development priorities which will impact on students' learning

Personal Specification	Essential	Desirable
Qualified to degree level in Computing or ICT (and QTS)	E	
Evidence of further professional development	E	
Proven track record of raising achievement at KS4	E	
Proven track record of improving the practice of other teachers	E	
Proven track record of leadership that delivers improved outcomes for students	E	
An excellent classroom practitioner	E	
An excellent knowledge of the Computing and ICT curriculum and its assessment	E	
Evidence of consistent good or better progress for students	E	
Ability to lead, think strategically and work collaboratively	E	
Ability to make decisions and hold others to account	E	
Excellent interpersonal and organisational skills	E	
Ability to use ICT effectively for teaching and management	E	
Ability to analyse and interpret data effectively and make informed judgements	E	
Evidence of ability to work as a team member	E	
Evidence of actively developing/improving practice through implementing suggestions/feedback received	E	
Commitment to equal opportunities and equal values for all including women in Computer Science	E	
Evidence of contributing to the wider life of a school through extra-curricular activities	E	
Ability to inspire people and build confidence and trust	E	
Experience of networking and leading through CAS (Computing At School)		D