Job Description

Job Title :   Head of Computing and Digital Innovation
Line Manager: Director of Studies

Main Purpose of role

To be responsible for the attainment of the pupils studying within their department, be exemplary in professionalism and educational practice, acting as role models.

To promote a positive, purposeful and professional working environment that encourages learning, creativity, collaboration and supports all learners.

Duties and Responsibilities

Objectives
- Encourage high standards in all aspects of school life, contributing to the effective and efficient management of the school and promotion of a school culture that is happy, purposeful and learning orientated
- Support and motivate pupils, teachers and other school employees, encouraging consultation and discussion
- Communicate effectively and proactively with parents
- Be responsible for supporting the work of subject teachers and making sure that all members of the Department work effectively
- Support the professional development of all staff within the department and promote a working atmosphere that values the contribution that individuals make to the work of the department
- Ensure the developments undertaken within the department support the School Development Plan and promotes the aims and values of the school.
- Be involved in the schools overall IT strategy and assist with its deployment as necessary
- Work closely with the IT Manager to support them in their role.

Overall Responsibilities
- Provide professional leadership and management for the subject to secure a high quality of teaching, effective use of resources and the highest standards of learning and achievement of all pupils.

- Play an active role in developing school policy through Heads of Department and Departmental Meetings
- Evaluate the effectiveness of teaching and learning of the subject's curriculum.
- Establish priorities and targets for the department's development and review their progress.
- Set targets for staff and pupils and monitor progress, within the context of school and departmental targets
- Understand the needs of their own subject and appreciate the way that other subjects contribute to the overall education of the pupils
- Efficiently and effectively carry out lesson observations and report back to the Director of Studies

Teaching and Learning
- Ensure that pupils have the highest possible standard of education in the subject
- Establish and implement clear policies and procedures for assessing, recording and reporting on pupil progress. Use this information to recognise achievement and set targets for future improvement.
- Ensure curriculum coverage, continuity and progression in the subject for all pupils of all abilities.
- Oversee effective planning, preparation and lesson delivery. Encourage cross-curricular links with other departments
- Keep up to date with changes within the subject curriculum and make recommendations to the Director of Studies about new courses and resources and professional development needs.
- Liaise with the form tutors, Heads of Section, learning development and gifted and talented as appropriate

Line Management Responsibilities
- Advise on the recruitment of new staff to the department, making them aware of their roles and responsibilities as subject teachers.
- Support the work of all staff and encourage an atmosphere of cooperation and mutual trust.
- Actively promote staff development by delegating responsibilities within the department. Encourage staff to develop by undertaking professional development opportunities and providing feedback within (and outside) the department.
- Make sure that all staff apply new technologies appropriately and in a way that promotes learning.
- Coordinate the purchase of resources for the department.
- Ensure appropriate cover work is set in the case of a department member's absence.
- Liaise with the Director of Studies regarding course outlines for curriculum booklets
- Write and review policy documents for the department

Other Responsibilities
- Undertake other reasonable duties as requested by a member of the Senior Leadership Team and any duties that the Headmaster deems necessary for the effective operation of the school

Subject specific skills to enhance school work to include
- Word processing
- Data handling and use of spreadsheets
- Presentation skills including presentation, video and audio
- Desktop publishing
- Search technologies and use of digital artefacts for a specific purpose

Graphics and Design
- Animation
- Photo and Video editing
- Digital art
- 2D and 3D design
- Web design including the use of HTML

Programming
- Block programming
- Textual programming
- Design, develop and debug programmes
- Game design
- Computational problem solving

Robotics
- Design and build simple robots
- Programme movement
- Use of sensors
- Problem solving

Electronics
- Understanding of simple circuits
- Programme LED's LDR and Motors

Computer Science
- Components of a computer
- Networks
- Communication

Hardware
Use a wide variety of hardware – for example
- Microbit
- Lego WeDo and Mindstorm
- Crumble
- Sensors
- Raspberry Pi
- 3D printer
- Laser cutter

Online Safety
- Use technology safely, respectfully and responsibly

Creative project work
- Combining many of the above

Additional
- Assist the Director of Studies as necessary with the setting up and printing of School reports and Assessment grades
- Assist the Director of Studies as necessary with the setting up and production of the school timetable
- Keep staff abreast of online safety issues and updates and pass on information to the Deputy Head
- Keep parents abreast of online safety issues and updates in liaison with the Deputy Head
- Assist as necessary with the schools MIS system
- Assist as necessary with schools online presence
- Run as necessary training for staff

Remote teaching
- It may be necessary to teach computing remotely for a variety of reason. Therefore the ability to adapt the curriculum to suit online learning is paramount. This teaching would most likely take the form of live lessons and be supported by handouts and videos as necessary.

Person Specification: Head of Computing and Digital Innovation

Selection Criteria	Essential	Desirable	Assessment
Qualifications	Qualified Teacher Status Degree level education	Evidence of commitment to further personal and professional development	Certificates
Experience	The Head of Department should have experience of: teaching the subject in Key Stage 2 and 3; ability to teach 13+ Scholarship level; experience of Senior school entrance assessments	In addition, the Head of Department might have experience of: providing INSET; teaching to a variety of scholarships; being in a position of responsibility for an area of management or leadership in school	Interview
Knowledge and understanding	The Head of Department should have knowledge and understanding of: the principles and practice of Prep School education; curriculum management and the school's role in providing effectively for all pupils; and a good working knowledge of the subject and of current developments in digital teaching; staff management and appraisal	In addition, the Head of Department might also have knowledge and understanding of: wider curriculum issues and a possible interest in a position of increased responsibility; another subject area	Interview
Skills	The Head of Department will be able to:	In addition, the Head of Department might also be able to:	Interview

| | teach inspiring lessons focused on the learning of all students;

participate and lead effectively in strategies to support staff development within the department;

set and meet deadlines;

create a positive team spirit, negotiating, when necessary, with sensitivity;

inspire colleagues to be inspirational and dynamic;

manage the departmental budgets. | Lead school-based INSET;
Contribute to the wider curriculum (including extra curricular) offered by the school | |
|---|---|---|---|
| **Personal Qualities** | Enthusiastic
A sense of humour
Sociable
Clear-sighted
Positive
Adaptable
Organised | | Interview |
| **Special Conditions** | Support and contribute to the School's responsibility for safeguarding students.

Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and staff.

Demonstrate commitment to the values and ethos of the School. | | Interview |

Terms and Conditions

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headmaster to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but following consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job which are commensurate with the salary and job title.