HEAD OF COMPUTING & I.T

Chellaston Academy
Permanent
1.0FTE
MPS/UPS plus TLR 2.3

QEGSMAT are seeking to appoint an enthusiastic HEAD OF COMPUTING & I.T to join our passionate and high achieving team at Chellaston Academy.

At Chellaston Academy, our vision is to *'Inspire each other to realise our potential through Integrity, Care, and Excellence'*. In September 2023 Chellaston Academy was rated as 'GOOD' by Ofsted. "The school's ICE (integrity, care and excellence) values permeate the school's work, and pupils also know that the high expectations that staff have help them to achieve academically and personally." "The school has devised a curriculum that is both broad and ambitious, and there are high academic expectations of pupils." In addition, leaders have engaged staff well when making large-scale changes to improve the school. Staff feel that leaders are considerate of their workload and well-being. They are proud to work at this school.

Members of staff who work at Chellaston Academy enjoy:
• A happy and vibrant culture of integrity, Care and Excellence.
• A positive and enjoyable climate where we are trauma informed and our 'kids do us proud'!
• An inclusive, autonomous learning environment where you CAN make a difference.
• An environment where the wellbeing of staff is a priority and staff are involved in decision making.
• Purposeful and bespoke professional and personal development.
• An environment where Chellaston are leaders in our sector providing exciting wider opportunities.

Chellaston Academy is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

• At QEGSMAT, we value the hard work and dedication of our team members, and as such we believe that progression should be a simple process. That's why we are proud to offer an Automatic Pay Review program, rather than the traditional annual pay and performance review, as part of our comprehensive benefits package.

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can also include bespoke counselling sessions for staff if needed.
- All roles are subject to nationally agreed terms and conditions of service.
- With access to Teacher Pension Scheme employer contributions of 23.68% for Teachers.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.
- Access to 750+ discounts on everyday essentials via our benefit package with Vivup
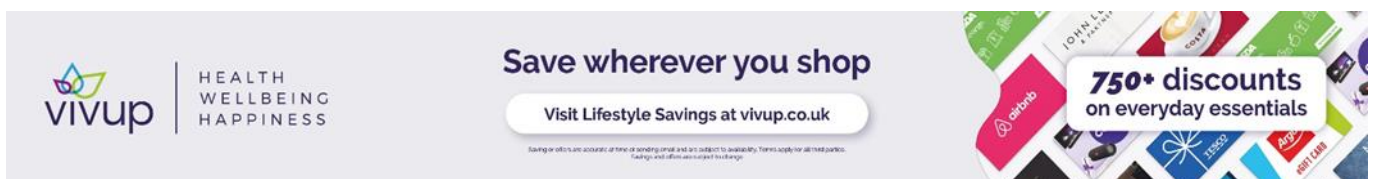
QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.
Further information about our commitment to Safeguarding can be found - https://www.qegsmat.com/documents/safeguarding

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1074 and therefore applicants are required to declare any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01332 702502. Further details about our school can be found on our website: www.chellaston.derby.sch.uk

To apply for this position, please visit our Trust Website (https://www.qegsmat.com/current-vacancies/) where you can apply via TES.

Closing date for applications:	**06th December 2024 @Noon**
Interview date:	**W/C 9th December 2024**
Salary:	**MPS/UPS PLUS TLR 2.3**
Potential Start date:	**Easter 2025**

JOB DESCRIPTION – Head of Department – Computing and IT

Post Title: **Head of Department – Computing and IT**

Reporting to: Senior Leadership Team Link/ Headteacher

Scale: MPS/ UPS plus TLR 2.3

Disclosure Level: Child Workforce - Enhanced, Childs Barred list

PURPOSE OF THE POST:

- Be accountable for leading, managing and developing computing/IT courses across all specific year groups;
- Be accountable for the attainment and progress of all students and discrete groups of learners, including Eligible, EAL and SEND students, across all specific year groups within the department;
- Monitor and support student progress within the department;
- Effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area, including human resources;
- Monitor, develop and enhance the teaching practice of others;
- Promote the development of students' academic, moral, social, personal and cultural education through the consistent and fair implementation of the academy's values and expectations;
- Contribute to the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Computing across all specific year groups, in accordance with the aims of the school and the curricular policies determined by QEGSMAT, Local Governing Body and Headteacher;
- Play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students follow this example;

MAIN DUTIES

Teaching Duties
- Undertake an appropriate programme of teaching in accordance with the duties of a teacher (Ref: Job Description – Teacher);
- Engage actively in continuing professional development and the appraisal process.

Pastoral Duties

- Be a Form Tutor and to carry out the duties associated with that role as outlined in the generic Teacher's Job Description, including supporting the Head of Year in monitoring and maintaining student progress, behaviour and attendance;
- Contribute to PSHE and Character Education within the Academy's Wellbeing framework;
- Ensure behaviour and rewards are implemented in the curriculum area so that effective learning can take place;
- Support the Emergency Call Out and Duty rotas as appropriate;
- Liaise with Head of Years and monitor positives and negatives, lesson removal and Emergency call out logs within the curriculum area and identify where support is required in order to maintain behaviour standards.

Curriculum and Assessment

- Lead and be accountable for the development and delivery of the computing/IT curriculum across all specific year groups, including the development of appropriate schemes of work, resources, and departmental guidance documents relating to teaching, learning and assessment;
- Ensure continuity of student learning and progress within the curriculum within a linear assessment model across all specific year groups, including the review and selection of appropriate exam boards and specifications;
- Develop and enhance appropriate assessments and criteria linked to the subject-specific knowledge, skills and understanding expected of students to facilitate their progress;
- Keep up to date with and respond to national, regional and local initiatives within the curriculum, including changes associated with new exam specification content and assessment;
- Responsible for the development and implementation of whole-school initiatives and strategies, including literacy and numeracy, across the curriculum.

Staff Deployment, Development and Recruitment

- Responsible for the day-to-day management, timetabling and deployment of staff within the designated curriculum area;
- Act as a positive role model, promote teamwork and motivate staff to ensure effective working relations;
- Responsible for the efficient and effective deployment of support staff, cover supervisors and supply within the curriculum area, ensuring that appropriate cover is set in the during staff absence;
- Work with the member of the Leadership Team and Deputy Head of Department to be responsible for the school calendar to ensure curricular events are calendared and to arrange appropriate cover;
- Manage the performance of staff and conduct appraisal reviews within the designated curriculum area in accordance with academy guidelines;
- Work with the Leadership Team Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- Participate in the school's Initial Teacher Training programme as and when applicable.
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with academy procedures;

Student Progress Monitoring and Reporting

- Monitor the progress made by all students and discrete groups of learners, including Eligible, EAL and SEND students, across all specific year groups within Computing using whole-school and departmental data tracking systems;
- Coordinate with colleagues within the curriculum area in identifying underachieving students and the implementation of appropriate mentoring/intervention programmes as required;
- Ensure that reporting deadlines are met by all colleagues within the curriculum area, and that where students are not making expected progress they and their parents receive clear information on how they can improve;
- Review student targets/ "Flight Paths" after every assessment period and in light of amendments to national performance data as appropriate;
- Liaise with the colleagues within the curriculum area and the Leadership Team Line Manager before making amendments to student targets/ "Flight Paths";
- Liaise with the SENCO and their team in order to ensure that the specific needs of SEND students within the curriculum area are being met, and to ensure effective transition between all specific year groups;
- Produce reports on external examination performance for the Leadership Team and Local Governing Body compared to internal projections and national performance data e.g. A8 Estimates, RAISE Online, ALPS and other comparative data sets;
- Produce reports for the Leadership Team and Local Governing Body on the progress being made by students currently on roll.

Quality Assurance
- Establish departmental expectations relating to teaching, learning and assessment practice, marking and feedback, and homework in accordance with whole-school standards and expectations;
- Monitor the implementation of whole-school and departmental expectations and the quality of teaching, learning and assessment through lesson observations/learning walks, work scrutiny's, student interviews, surveys and parental feedback;
- Identify areas of effective practice to be shared within the curriculum area, and areas of practice that require development or urgent action;
- Complete self-evaluation reports (SEF) for the Leadership Team and Local Governing Body relating to the quality of teaching, learning and assessment, external examination performance and the progress being made by students currently on roll as appropriate;
- Produce departmental improvement and action plans (DIP/DAP) based upon departmental self-evaluation to develop and enhance the curriculum, quality of teaching, learning and assessment and/or to improve student progress as appropriate;
- Participate in and contribute to whole-school quality assurance procedures, e.g. lesson observations beyond the curriculum area, as appropriate;
- Produce reports for the Leadership Team and Local Governing Body on the impact of departmental improvement and action plans (DIP/DAP) and mentoring/intervention programmes and as appropriate.
- Work with colleagues to formulate aims, objectives and strategic plans for all aspects of the curriculum area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the academy;
- Ensure effective communication/consultation as appropriate with all stakeholders including students, parents, colleagues, Local Governor's;

- Represent the curriculum area's views and interests, and to provide updates relating to curriculum development, student performance and the quality of teaching, learning and assessment at leadership meetings, Local Governor's meetings and other relevant forums;
- Lead the development of effective curriculum links with partner schools and the community, attending where necessary liaison events in partner schools, and the effective promotion of Computing at Open Days/Evenings and other events;

Other Head of computing/IT duties
- Implement whole-school policies and procedures (e.g. Equal Opportunities),
- initiatives and aspects of the School Improvement Plan relevant to the curriculum area;
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the curriculum area are in line with statutory requirements and are updated where necessary;
- Lead and manage the business planning function of all aspects of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students within the curriculum area, including School Improvement Plan/Departmental Improvement Plan and the aims and objectives of the academy;
- Liaise with the Leadership Team Line Manager and/or Exams Officer to maintain accreditation with the relevant examination and validating bodies;
- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records;
- Lead and manage a programme of co-curricular activities across the full age range, maintaining high levels of participation and competition Please note:
- Employees will be expected to comply with any reasonable request from their Line
- Manager to undertake work of a similar level that is not specified in this job description;
- This job description is current but, in consultation, may be changed by the CEO/Trustees reflect or anticipate changes in the job commensurate with the scale and job title.

Personal and professional conduct:
A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

Please note:

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

METHODS OF WORKING
The post holder must:
- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children and Child Protection;
- Understand and comply with the Trust's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities, targets, professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person Specification- Head of Computing & IT

	Essential	Desirable	Evidence
Qualifications	• Qualified graduate • Qualified teacher with QTS	• Evidence of relevant and ongoing CPD • High standard of subject knowledge sufficient to teach up to A* at A Level	Certificates Application Form
Skills	• Communication (oral and written) • Delegation • Teamwork • Organisation and planning • Creativity and problem solving	• Leadership & Management	Application form Interview
Knowledge	• Good subject and curriculum knowledge across 11-18 • Planning for students across the ability range and for those with SEND/EAL • Using formative and summative assessment to improve student outcomes • Effective behaviour management strategies	• New GCSE specifications • Knowledge of current issues and recent developments in the curriculum area	Application form Interview observation
Experience	• Mainstream teaching 11-18 across the subject • Teaching across the ability range • Teaching examination classes • Familiarity with exam board assessment and procedure	• Experience of a pastoral/form tutor role • GCSE examiner experience • Mainstream teaching 16-18 • Teaching A-Level • Teaching I.T/Computing at Key Stage 4 and 5 • Experience of leading a department	Application form Interview

Personal Qualities	• Interpersonal • Negotiating • Self-motivation • Flexible • Reflective		Application form Interview

PRINT NAME   _____

SIGNATURE   _____

DATE   _____