



## Job Description

### Subject Leader for Computer Science

**Accountable to:** Assigned member of Senior Leadership Team

**Accountable for:** Staff within the subject area

**TLR:** 2.1 – a higher TLR is available for a successful candidate able to lead Business and Enterprise

### **Key Accountabilities**

#### **Strategic direction and development of the subject area**

Within the context of the school's aims and policies to develop implement, monitor and evaluate subject policies, plans, targets and practices, which relate to your subject area of responsibility.

#### **Key Tasks**

- Foster a climate which helps staff in your subject area to maintain a positive attitude to the teaching of the subject;
- Establish a clear understanding of how the subject contributes to students' spiritual, moral, emotional, cultural, social development and race awareness. Use this understanding to promote British Values;
- Highlight those aspects of the subject which prepare the students for the opportunities and responsibilities of adult life;
- To monitor the progress of students through the effective use of data and implement intervention programmes where necessary;
- Use information on local and national initiatives to update policies and practices in the subject;
- Establish short, medium and long term plans for the development of the subject and monitor and evaluate their progress;
- Implement, monitor and evaluate school policies as they relate to the subject.

#### **Teaching and Learning**

Secure and sustain effective teaching, evaluate standards of students' achievements and set realistic and meaningful targets for improvement.

#### **Key Tasks**

- Review schemes of work to ensure subject coverage, continuity and progression for all students in an environment that fosters student enjoyment;
- Provide guidance on a variety of teaching and learning methods to meet the differing needs of all students;
- Contribute to the development of students' literacy, numeracy, citizenship, ICT and study skills;
- Establish and implement clear assessment, reporting procedures within the school's ARR Policy and assist students in setting targets for improvement;
- Ensure information on students' prior attainments and achievements are used effectively to secure good progress;
- Set targets for student attainment and achievement in the subject and monitor and evaluate progress against those targets;

- Monitor and evaluate the quality of teaching and learning in the department and use the analysis for further improvements;
- Establish a partnership with parents involving them in and informing them of their child's progress;
- Develop opportunities for students to express their views and have the opportunity to take on more responsibility;
- Develop effective links with the local community, including business and industry, to enhance teaching and learning in the subject and prepare students in their economic well being;
- To ensure a working environment in which learners feel safe and adopt safe practices.

### **Leading and managing staff**

Provide the support, information and opportunities for development necessary for all those involved in the teaching of the subject to sustain motivation and improvement of standards.

#### Key Tasks

- Help staff achieve constructive working relationships with students and parents;
- Establish clear expectations and constructive working relationships among staff;
- Take responsibility for your own CPD and audit the training needs of staff and play the leading role in their performance management and continuing professional development;
- Ensure that trainees and Newly Qualified Teachers are appropriately trained and supported via liaison with Training School Staff;
- Support the SENCO to ensure the implementation of an appropriate of appropriate provision for SEND students;
- Ensure that line manager and Headteacher are well informed about developments relating to the department;
- Establish best practice procedures in department;
- Sustain your own motivation and that of the staff within the subject Area.

### **Efficient and effective development of the staff and resources**

Curriculum Leader will identify appropriate resources for the Department and ensure they are used effectively, efficiently and safely.

#### Key Tasks

- Advise the line manager and liaise with the Assistant Headteacher responsible for the timetable on the best deployment of staff;
- Establish staff and resource needs and likely priorities for expenditure and advise the line manager/business manager;
- Ensure resources including capitation and ICT are effectively managed;
- Use departmental accommodation to the best effect to create an effective and stimulating environment for the teaching and learning of the subject;
- Ensure there is a safe working and learning environment;
- Be pro-active in attracting additional funding and resources for the curriculum;
- Play a full part in the recruitment of new staff to the curriculum.

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).