



Job Description – Head Computing and Digital Learning

Rationale:

The Head of Computing and Digital Learning works with the Senior Management Team (Academic) to support the teaching and learning process and initiate curriculum innovation. He/she will take the lead in the teaching of Computing across the school and will ensure the smooth running and ongoing monitoring of Computing and Digital Learning in Years 3 - 8. The incumbent will be line managed by the Deputy Head (Academic) and be a member of the Heads of Department (HoDs) committee. He/she will work with fellow Heads of Department to ensure continuity of academic matters between classes. The Head of Computing and Digital Learning will be expected to support teachers and pupils with the use of digital technologies in effective and meaningful ways in classrooms and elsewhere across the School. Further, the successful candidate is expected to be an enthusiastic and qualified professional who wishes to be fully involved in all areas of school life.

Person Specification:

- To inspire and motivate others
- To be a highly skilled and enthusiastic classroom teacher
- To possess high expectations and the determination to raise the achievement of pupils
- To be able to monitor and evaluate children's progress effectively
- To have a secure understanding of Special Educational Needs and to have a range of strategies to identify where children are and be able to plan for and move them on
- To have good interpersonal skills and able to establish good working relationships with staff, children and parents
- To have the ability to work as part of a team and to take initiative where necessary to secure the development of the school and the raising of standards as appropriate

Responsibilities:

- Strategic:
 - To develop a vision for digital learning within the academic departments and coordinate digital learning across the curriculum through a single, coherent strategic plan which delivers progression in pupils' capability as digital learners and which enables pupils to become information literate, independent learners as they advance through the school
 - To keep up to date in all matters relating to the provision of technology
 - To collaborate with and provide advice to the Senior Management Team on all matters of computing and digital learning
 - To liaise with DCS and Pre-Prep on matters of computing and digital learning

- Staff:
 - To raise the awareness of staff to the potential for digital learning to facilitate improvements in teaching, learning and administration
 - To provide support to teachers to create and develop rich learning tasks incorporating appropriate use of technology as part of their curriculum
 - To provide advice on academic software and hardware to ensure equality of access for pupils to digital facilities and resources which are appropriate to their needs
 - To meet regularly with other staff in the department, giving guidance and assistance where appropriate, and regularly reviewing setting arrangements

- Department:
 - To lead the teaching of computing across the school and to teach a timetable of computing lessons
 - To observe and support teaching of the subject throughout the School
 - To organise the development of syllabus, materials and schemes of work
 - To keep records in line with the school's assessment policy
 - To resource the department and order text books / materials, as required
 - To coordinate and review the annual departmental budget bids and advise the Deputy Head (Academic) and Bursary accordingly
 - To encourage professional development within the department through attendance at courses and the provision of in-house INSET sessions
 - To liaise with other departments regarding cross-curricular links
 - To have regular meetings with the Head of Learning Support and Deputy Head (Academic) to ensure that diverse curriculum/learning needs are being met

General:

- To attend parents/staff/departmental meetings as required
- To assist the Deputy Head (Academic) in identifying appropriate CPD courses for members of the department
- To identify own training needs and agree solutions with Deputy Head (Academic)
- To keep abreast of developments in the subject and teaching in general

Whole School:

- To support the aims and ethos of the school
- To undertake duties and responsibilities in common with all teaching staff
- To be involved in extra-curricular activities in common with all full-time teaching staff
- To keep abreast of and apply procedures regarding the safeguarding of children
- To set a good example in terms of dress, punctuality and attendance
- To uphold the School's behaviour policy
- To participate in staff training

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.