

Job Description

Post title	Head of Business and Computing
Salary	Teacher Pay Scale with TLR
Responsible to	Assistant Headteacher
Responsible for	Teachers with the department
Role purpose	The primary purpose of the Head of Business and Computing is to ensure that the standard of teaching and learning in all areas within their remit and responsibility is of the highest quality for all students so that they are able to achieve to the best of their ability.
Relevant qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Relevant subject knowledge and experience

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and school policies and procedures, and within the legislative framework applicable to schools.

Role Summary

To lead and manage the department in accordance with academy improvement and developing plans.

Ensure the highest standards of learning, achievement and development for all students working within the department. This will be achieved through clear and effective leadership of subject staff.

Key Responsibilities

Role tasks

To create a curriculum that inspires students to become effective lifelong learners by:

- Ensuring high standards of teaching and learning for all students throughout the curriculum.

- Developing a curriculum vision and plan which help the academy adapt to coming changes within provision.
- Creating Schemes of Learning which enable all students to become effective learners.
- Producing a strategic three-year plan to deliver the subject vision which is supported by an annual action plan.
- Completing an annual self-review of the learning carried out in support of the academy evaluation, including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan.
- Contributing to discussions on course selection and implementation.
- Playing a full role in the delivery of the academy's enrichment curriculum.
- Collaborating effectively with partner primary schools to ensure a smooth transition for new students.
- Monitoring and evaluating the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management.
- Being an advocate and enthusiastic user of the academy's information

Leadership

To ensure that all members of staff within the subject area are motivated and supported to perform at their best by:

- Communicating a clear vision which encourages ownership, team spirit and commitment from the members.
- Line managing, professionally developing and deploying staff in such a way that they perform at their best.
- Meeting regularly with their line manager and keeping them informed of developments within the curriculum area.
- Ensuring that all members of staff in the subject area go through the Performance Management cycle in the manner specified in the academy policy.
- Ensuring that all asset lists and risk assessments are up to date within the faculty.
- Ensure that staff within the department have relevant and worthwhile experience of middle management with clearly defined accountability so to ensure that their professional development is catered for.

Teaching and Learning

- To quality assure the learning and teaching within the faculty is of a high standard.
- To fully participate in learning walks, book looks and formal lesson observations providing supportive feedback which empowers colleagues to develop pedagogy so to improve the learning experience for students.
- To lead on the development of innovative courses and teaching techniques so to ensure the best possible educational experience for all.
- To support work-based learning as appropriate.

Student Care

To provide a secure and safe learning environment for all students so that they develop into self-confident and self-motivated learners by:

- Contributing to the delivery of the 'Every Child Matters' outcomes.
- Contributing to assemblies in a way which support the academy ethos.
- Maintaining the highest standards of student behaviour so that all students are able to learn effectively.
- Providing a proactive presence around the school embodying the academy's high expectations to students and staff.
- Ensuring productive communication with parents/carers so that they remain well informed about their children's progress and achievements as well as any incidents of poor behaviour.
- To uphold and actively support the academy's policies and procedures on the safeguarding of young people.
- To work openly within the framework of best practice identified in the school safeguarding policy.
- To report any concerns regarding pupil safety or staff working practices to the designated Child Protection Officer(s).
- To keep up to date with local and national Child Protection training and training requirements.

Assessment

To set challenging targets for all students and staff and provide the support, guidance and accountability framework necessary to achieve these targets by:

- Devising and implementing subject area student assessment systems which enable student underachievement to be identified and acted upon at an early stage.
- Coordinating effective intervention strategies which support students so that they make the progress that is expected of them.
- Identifying excellent practice within the subject area and coordinating the sharing of practice through a planned and systematic timetable of observations, collaborative planning and team teaching.
- To have oversight of all accredited courses within the faculty. Ensuring that entries, coursework and moderation etc are planned strategically.

Staff Development

- To fully participate in the academy Performance Management process including as a team leader for staff within the curriculum area.
- To identify and support staff in pursuing training needs.
- Acting as a mentor of PGCE, GTP and ELT staff.
- Providing support for staff with a support plan or whom are subject to capability proceedings.
- Complete all return-to-work meetings in a professional and supportive manner, balancing staff and business need.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To represent the schools at events as appropriate.

- To support and promote the school and United Learning’s ethos, playing a part in strengthening relationships between schools in the cluster, and between the cluster and central office.
- To be aware of, and comply with, United Learning’s policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the schools and Trust.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Human Resources as required. Trade Union representatives will be welcome in any such discussions.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	