

Curriculum Leader of Computer Science

St Bede's Catholic High School

St Bede's Catholic High School, St Anne's Road, Ormskirk, L394TA



“We are striving to provide a transformative Catholic Education ensuring that our pupils are empowered to serve the common good, by living the values of Faith, Hope and Love.”

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Job Description



Post Title: Curriculum Leader of Computer Science
Reporting to: SLT Line Manager
Responsible for: Teaching staff and other relevant personnel within Department
Salary/Grade: MPR / UPR +TLR 2.2
Disclosure Level: Enhanced

School Vision

We are striving to provide a transformative Catholic Education ensuring that our pupils are empowered to serve the common good, by living the values of Faith, Hope and Love.

Mission Statement

“I am the vine, you are the branches. Whoever remains in me, with me in them, bears fruit in plenty.”

On leaving St. Bede’s, we hope pupils are ‘GRITTY’. Our curriculum is centred around cultivating traits that are conducive to fulfilled lives in love, faith and hope. That is that they have the following developed character traits:

- Growth Mind-set
- Resilience through adversity
- Independence of thought and conviction
- Tenacious in a desire to be the best version of themselves
- Transformational in a desire to want to make the world a better place
- ‘Your World’ awareness of the local, national and international issues and contexts to which they will enter into

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

Main Duties

Operational/Strategic Planning	<ul style="list-style-type: none"> • To lead the development of appropriate curriculum, resources schemes of work, assessment (formative and summative) and teaching and learning strategies in the department • The day-to-day management, control, and operation of course provision within the department, including effective deployment of staff and resources. • To monitor and follow up student progress. • To implement School Policies and Procedures • To work with colleagues to formulate aims, objectives and strategic plans for the department via the departmental development plan with reference to the needs of students and to the aims, objectives, and strategic plans of the school • To contribute to the school procedures for professional development • To monitor and evaluate the department in line with agreed school procedures including evaluation against the Teachers' Standards
Management Information:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information and data linking to the department and pupils within it. • To make use of analysis and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken. • To produce reports on examination performance, including the use of value-added data • To provide the SLT and Governing Body with relevant information relating to the department's performance and development
Communication:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To ensure effective communication/consultation as appropriate with the parents of students • To liaise with partner schools, local parishes, higher education, examination boards, awarding bodies and other relevant external bodies • To represent the department's views and interests at Curriculum Leader meetings • To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events • To promote the development of effective subject links with external agencies
Management of Resources:	<ul style="list-style-type: none"> • To manage the available resources of space, staff, money, and equipment efficiently within the limits, guidelines and procedures laid down, including

	<p>deploying the department's budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</p> <ul style="list-style-type: none"> • To foster and implement the application of ICT within computing and across the school in other curriculum areas. • To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager
	<ul style="list-style-type: none"> • To liaise with the Assistant Headteacher (Curriculum) to ensure the delivery of an appropriately challenging, comprehensive, high quality and cost-effective curriculum. • To keep up to date with national developments in the subject area and teaching practice and methodology by engaging with academic research and wider reading • To actively monitor and respond to curriculum development and initiatives at national, regional, and local levels. • To be aware of the need to take responsibility for your own professional development and that of the Computer Science team. • To plan, organise, implement, and review the Computer Science department's contribution to the pupil's SMSC and the Catholic life of the school
<p>Staffing:</p>	<ul style="list-style-type: none"> • To promote teamwork and to motivate staff to ensure effective working relations. • To undertake appraisal and development reviews and to act as reviewer for a group of staff within the department. • To work with the Senior Leadership team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To make appropriate arrangements for classes when staff are absent, liaising with the relevant staff to secure appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures. • To participate in the school's ITT programme as appropriate

	<ul style="list-style-type: none"> To be responsible for the day-to-day management of staff within the designated department and act as a positive role model
Quality Assurance:	<ul style="list-style-type: none"> To ensure the effective operation of quality control systems To regularly review the Quality of Education within the Computer Science team, supporting and developing teaching and curriculum development

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake an Enhanced DBS check.



Person Specification

APPLICATION FORM AND LETTER	ESSENTIAL	DESIRABLE	EVIDENCE A – Application I – Interview R- Reference
Qualifications			
<ul style="list-style-type: none"> Qualified teacher status 	✓		A
<ul style="list-style-type: none"> Degree 	✓		A
<ul style="list-style-type: none"> Higher Degree 		✓	A
<ul style="list-style-type: none"> Catholic Certificate in Religious Studies 		✓	A
<ul style="list-style-type: none"> Practising baptised Roman Catholic 		✓	A
Faith Commitment			
<ul style="list-style-type: none"> Have a clear understanding of the role and impact that our Catholic Faith has on our pupils, staff, families, and wider community 	✓		A/I/R
Professional Experience			
<ul style="list-style-type: none"> Qualified Teacher who has undertaken appropriate training and has the necessary knowledge to undertake the duties of the post 	✓		A
<ul style="list-style-type: none"> Demonstrable commitment in the curriculum area the applicant would be leading 	✓		A /I
<ul style="list-style-type: none"> The ability to devise and teach appropriate courses throughout the school 	✓		A /I
<ul style="list-style-type: none"> The ability to develop strategies for supporting pupils' individual needs in and beyond the classroom 	✓		A /I
<ul style="list-style-type: none"> A commitment to pastoral care as a positive support to learning 	✓		A/I
<ul style="list-style-type: none"> The ability to establish successful relationships at all levels and can work as a member of a team 	✓		A, I/R
<ul style="list-style-type: none"> Excellent classroom practitioner 	✓		I/R
<ul style="list-style-type: none"> Management experience 	✓		A, I/R
<ul style="list-style-type: none"> Experience of an effective classroom teacher across key stages 	✓		A/I
<ul style="list-style-type: none"> A sound knowledge of programmes of study within Computer Science 	✓		A/I
<ul style="list-style-type: none"> A keen interest in the ongoing development of the appropriate subject. 	✓		A/I
<ul style="list-style-type: none"> Solid understanding and teaching of Computer Science at Key Stages 3 and 4 	✓		A/I
Professional Development			
<ul style="list-style-type: none"> Has demonstrated a commitment to own development 	✓		A/I/R
<ul style="list-style-type: none"> Has the potential for further development 	✓		A/I/R
<ul style="list-style-type: none"> Recent in-service training in leadership and management 		✓	A/I
<ul style="list-style-type: none"> Evidence of leading/managing an initiative 	✓		A/I
<ul style="list-style-type: none"> Ability to demonstrate an impact of CPD 	✓		A/I
<ul style="list-style-type: none"> Evidence of a vision for an Outstanding Computer Science department 	✓		A/I

Strategic Leadership			
• Ability to share a vision of what an Outstanding Computer Science department looks like in a Catholic setting	✓		A/I
• Successful evidence of motivating staff	✓		A/I
• Evidence of leading a development within the department resulting in a successful outcome	✓		A/I
• Ability to demonstrate analysis of data and ability to articulate how to monitor and evaluate Computer Science curriculum and development plans	✓		A/I
• Evidence of managing curriculum changes	✓		A/I
• Demonstrate knowledge of Safeguarding, Health, and Safety and GDPR		✓	A/I
Teaching and Learning			
• Proven track record of successful teaching and learning leading to positive improvement	✓		A/I
• A secure understanding of the requirements of the relevant curriculum and the best pedagogy and practice to deliver this	✓		A/I
• Knowledge or experience of a range of successful teaching and learning strategies to meet the need of students	✓		A/I
• A secure understanding of assessment strategies and the use of assessment to inform next stage learning in all key stages	✓		A/I
• Experience of effective monitoring and evaluation of teaching and learning and feedback	✓		A/I
• Experience of characteristics of effective learning environments and key elements of successful behaviour management	✓		A/I
• Understanding of what successful teaching in Computer Science across Key stages 3 & 4 looks like		✓	A/I
Leading and Managing Staff			
• Experience of working with a team of Computer Science staff	✓		A/I/R
• Evidence of leading events, activities, or strategies in the department	✓		A/I/R
• Demonstrate understanding of the purpose of performance management and professional development	✓		A/I/R
• Evidence of leading inset for Computer Science staff		✓	A/I/R
• Understanding of finance and resource management		✓	A/I/R
Accountability			
• Ability to communicate effectively, orally and in writing to a range of audiences	✓		A/I
• Evidence of use of data for self-evaluation and improvement strategies	✓		A/I
• Ability to give clear information to staff	✓		A/I
• Secure understanding of strategies for performance management	✓		A/I
• Demonstrate an awareness of managing underperformance	✓		A/I
Skills, Qualities and Abilities			
• High quality teaching skills	✓		A/I
• Commitment to their own spiritual formation and that of pupils and staff	✓		A/I

• Strong commitment to the mission of a Catholic school	✓		A/I
• High expectation of pupils' learning and attainment	✓		A/I
• Strong commitment to school improvement and raising achievement for all	✓		A/I
• Ability to build and maintain good relationships	✓		A/I
• Ability to remain enthusiastic when working under pressure	✓		A/I
Letter of Application			
• Letter should be clear, concise and presented in an organised way (not more than 2 sides of A4; not smaller than font size 11)	✓		A
Other			
• An understanding of and an ability to contribute to the daily mission of the school	✓		A/I
• The capacity to contribute to the wider Catholic life of the school		✓	A/I

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Application Process

Application

If you wish to apply, please email your completed application form to Miss J Taylor, Assistant School Business Manager, at j.taylor@sbchs.co.uk, or alternatively post your completed forms and address to Miss J Taylor, St Bede's Catholic High school, St Annes Road, Ormskirk, L394TA. Please note that only Catholic Education Service application forms will be accepted and that you should not enclose a Curriculum Vitae.

School visits

Prospective candidates are welcome to visit the school to see for themselves the high standards that we expect of both pupils and staff. If this is what you wish to do, please contact Miss J Taylor, Assistant School Business Manager, at j.taylor@sbchs.co.uk or Call 01695 570335

Closing date

Please ensure that your completed application form arrives by Friday 25th October 2024 9am

All completed applications forms should be returned directly to Miss J Taylor via email to j.taylor@sbchs.co.uk

Shortlisting

Shortlisting will be undertaken shortly after closing date. Shortlisted candidates will be informed by telephone. If you have not been shortlisted, we will inform you of this via email.

Selection process & Interview dates

The date for the interview is Thursday 31st October 2024

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Lex Tua Lux "The Light is your Law"

