



Head of Computing and ICT

Job Description

Heads of Department are key figures within the School and are responsible for setting and maintaining the highest standards in all aspects of school life. Heads of Department are responsible for the overall provision and the strategic direction of their departments. They contribute positive leadership not only in the department but also in the School as whole, and they are also concerned with the personal, social, academic and co-curricular development of each member of their department.

Responsibilities include:

Subject Leadership

- Demonstrate an energetic and passionate subject expertise at the highest level, driving forward innovation in the subject and leading teaching and development of the curriculum, including support for university applications.
- Be responsible for stretching and supporting our students to ensure each individual achieves the highest possible academic standards.
- Analyse and evaluate department performance and drive improvements forward.
- Develop teaching and learning within the department to achieve the objectives of the Department and School development plan.
- Ensure that preparation, setting and assessment of work is in line with the high standards of the School.
- Communicate effectively with parents to ensure that parents and students are aware of their progress and attainment in the subject.
- Keep up to date with exam board specifications and ensure that the department teaches the specification which best meets the needs of our students.
- Be responsible for the academic results of the department and ensure that value is added to each individual student so that the result(s) is/are the highest possible.

Departmental Management

- Positively and pro-actively mentor colleagues, promoting their interests, welfare and professionalism, so that all staff are supported in delivering high standards.
- Motivate staff and ensure appropriate working relations within the department.
- Call and chair regular departmental meetings to ensure that all colleagues receive appropriate training, information and guidance.
- Work with the Director of Teaching to assess and develop colleagues within the department to provide for their continuing professional development needs.
- Be involved in, and positively support, the School's appraisal/professional development process.
- Be responsible for developing and implementing the department timetable, taking account of the strengths of colleagues in sharing and delegating responsibilities.
- Make appropriate arrangements when staff are absent to support the progression and learning of pupils, ensuring that examination classes are not affected.
- Assist in the appointment of new staff to their department in conjunction with the Senior Deputy Head and Deputy Head Academic.
- Oversee the induction of new colleagues within the department.

- Oversee PGCE students within the department.
- Publish a departmental handbook that is to be reviewed annually.
- Continuously monitor and develop department policies and ensure they are applied consistently.
- Develop an effective departmental Intranet site, taking into account any developments in the School Digital Strategy.
- Be present on A Level results and GCSE Results publication days, to advise pupils and parents regarding results and future options including A Level study.

Department Resources

- Be responsible for the day-to-day management of classrooms, ICT equipment, physical and web-based resources.
- Ensure that the physical classroom environments are a stimulating and positive learning environment for the delivery of their subject and that displays are academically stimulating and regularly updated.
- Prepare and effectively manage the departmental budget, ensuring that staff have the highest quality and cost-effective resources with which to deliver the curriculum.

Pedagogy:

- Keep up to date with pedagogical developments and lead the implementation of effective and innovative teaching practice in the Department.
- Implement and contribute to school procedures of lesson observation, learning walks and CPD that enhances pedagogical practice.
- Encourage the attendance of departmental staff at Whole School Development opportunities, such as Learning Lunches, Twilight Training and external CPD.
- Ensure that all CPD is disseminated throughout the department as sharing of good practice.
- Ensure regular lesson observation and learning walks within the department and between departments.
- Ensure the sharing of good resources across the department.

Whole School Responsibilities

- Uphold the principles, policies, aims and objectives of the School.
- Represent the Department at meetings of the Heads of Department Committee and communicate information to the Department.
- Advise the Deputy Head Academic of changes to the curriculum which may affect the delivery of the School Strategy.
- Build links with other departments and with other schools to develop cross curricular and real-world knowledge and opportunities for our students.
- Attend and contribute positively to Parents' meetings and Open Days, etc.
- Work with the Director of Teaching and Learning, as well as the Senior and Academic Deputies to develop digital educational provision and pedagogy throughout the school, in line with the School Digital Strategy.
- Contribute to the training of staff and pupils in digital literacy
- Liaise with heads of academic departments to integration of digital literacy and working habits into the academic curriculum
- Contribute as required to working groups for the development of ICT in the School

External Links

- Take a major role in terms of public relations and present a positive image of the department and the School.
- Maintain links with professional bodies and subject specialists outside of teaching.
- Work with the Foundation to build relationships with Old Haberdashers and Industry, developing links that will enrich and enhance the student experience including possibilities of industry visits and work experience placements for students.
- Design, monitor and deliver a meaningful and worthwhile outreach programme for maintained schools within their subject area.

Pastoral & Co-Curricular

- Contribute to the Pastoral and Co-Curricular life of the School.
- Adhere to the School's Safeguarding Policy and report concerns to the Designated Safeguarding Lead.
- Contribute fully to the Pastoral and House system via a role as House Tutor.
- Maintain high standards of work and behaviour in their departmental areas.
- Insist on a proactive attitude towards identification and support of individual students who are not fulfilling their potential at all levels.
- Advise the Tutor, Housemaster, Head of Section and Headmaster where there is cause for concern about the progress of an individual boy and prepare documentation if required, attending interview with the parents as appropriate.
- Take full part, and insist others do so too, in the life of the School community and in co-curricular activities beyond the Department.

Any other reasonable responsibility as determined by the School.

The performance of these extensive duties and the need to be available to pupils and staff, may require a Head of Department to be present at School beyond the timetabled day, so that a pupil, parent or member of staff may be confident of finding or contacting them.

Person Specification

Personal Qualities

- Strong leadership qualities, combining humility with credibility and presence
- A commitment to educational excellence
- Capacity for hard work and handling stressful situations with energy, enthusiasm and a positive outlook
- The ability to motivate and inspire
- A team player with an ability to develop and empower others
- The wisdom and ability to resolve complex problems
- A capacity to initiate and manage change with flair and creativity
- Integrity, reliability and a commitment to honesty and fairness
- A sense of humour

Education, Qualifications and Skills

- A good bachelor's degree
- Qualified Teacher Status (QTS) is desirable, not essential
- An excellent record as a teacher, manager and leader
- A record of continuous professional development
- Excellent communication and listening skills
- Powers of diplomacy and persuasion
- The ability to contribute towards the School's development
- Strong organisational and administrative skills with a keen eye for detail
- A good level of IT competency

Knowledge and Experience

- A track record of outstanding leadership and management in education
- Exceptional subject and curriculum knowledge
- Experience of the public examination process
- A holistic view of education that encompasses academic, pastoral and co-curricular elements
- Understanding of role in the context of safeguarding children

Further Details

The Department

This is an exciting time to lead the Computing and Information Technology department at Haberdashers', as we experience a rapid period of growth and development. Numbers in the sixth form have grown consistently, with 2 sets in both year groups at A level and 80 boys studying the subject to GCSE in both Y10 and Y11. There are a further 120 boys opting to study the subject in Y9.

The challenging, practical and stimulating curriculum enables boys to take responsibility for their own learning. A focus on individual and collaborative creativity and innovation benefits from the great support from external companies like Microsoft and Intel, old boys now thriving in technology careers, and the networking with other leading academic schools. Our boys love the wide range of internal and external competitions through which they can develop their passion for the subject.

We are proud to have four boys who will be certificated by Intel, for the altruistic AI4youth project which they have been developing over the last 9 months and in addition an OH who is currently coaching a group of students to prepare for the BIO.

All boys follow the wide-ranging curriculum to develop digital intelligence, wisdom and literacy, including the creation of multimedia, practical computing and competence using Microsoft 365 tools to support access to the whole curriculum.

The school's Computing Society is flourishing with over 130 boys engaged in a wide range of activities from various levels of programming and machine learning to the virtual reality society and the preparation for internal and external competitions. Boys hold important leadership roles within the Computing Society to make the exciting challenge of developing the passions and interests of so many boys practically possible.

The department is friendly, maintaining high standards of scholarship and inspiration through a readiness for discussion and innovation.

Results

The department has a long-established reputation for producing good results at both A level and GCSE and boys regularly study Computer Science at leading universities including Oxbridge and Imperial College. We follow the CAIE Specification which is assessed through two written examination papers at GCSE and four papers at A level of which paper 4 is taken on a computer.

Results in public examinations are very strong. Over the last eight years 91% of GCSE grades have been at A* or A and 83% of A Level candidates achieved an A or B. The curriculum throughout KS3, Prep and Pre-Prep is broadly based upon National Curriculum requirements.

Accommodation

The school has invested heavily in technology in recent years and there are currently 5 whole school ICT Labs in addition to a number of smaller rooms as well as a BYOD policy. All teaching staff are provided with school laptops and further access to electronic resources is provided by banks of wireless laptops available in every building including the Pre-Prep and Prep Schools. Dedicated computer rooms are available in MFL, Music, DT, with a sixth form suite in Geography, Economics and English.

Applications

Your completed application form should be sent to the Human Resources Department (staffvacancies@habsboys.org.uk) as soon as possible, so that we receive it no later than **0800 on 10 March 2021**.

Applications forms are available from the School's website: www.habsboys.org.uk. Curriculum Vitae are **not** accepted.