Holme Grange School

Job Description & Personal Specification

Head of Computer Science

Job Purpose

To deliver high-quality Computer Science teaching, inspiring and empowering Holme Grange pupils to achieve their best. This role also offers the opportunity to lead the Computer Science Department, ensuring outstanding teaching and learning while fostering a dynamic and innovative learning environment. The position provides an excellent opportunity for a passionate teacher to develop leadership skills and shape the future of Computer Science at Holme Grange School.

Teaching Responsibilities

All teachers at Holme Grange are expected to contribute fully to the extra-curricular and pastoral life of the school, including serving as form tutors. As tutors, teachers oversee the academic and pastoral welfare of a group of pupils, liaising with parents and staff to support student progress. Teachers also engage in school-wide activities such as coaching sports, directing plays, supporting clubs, and organising trips.

Expectations of All Teachers at Holme Grange

Teachers at Holme Grange are expected to:

- Have high expectations of themselves and their students.
- Uphold the school's values and ethos.
- Foster positive relationships with students, parents, and colleagues.
- Continuously reflect on and improve their teaching practice.
- Engage and motivate students to reach their full potential.
- Actively contribute to the life of the school beyond the classroom.

Key Responsibilities

- Plan and deliver engaging and challenging Computer Science lessons.
- Foster a learning environment where students are encouraged to achieve their full potential.
- Monitor student progress, provide feedback, and implement intervention strategies as needed.
- Encourage a passion for Computer Science through enrichment activities such as trips, guest speakers, competitions, and clubs.
- Maintain high expectations for student behaviour and achievement in line with school policies.
- Participate in school events, open days, and promotional activities related to the subject area.
- Collaborate with colleagues to enhance the curriculum and share best practices.

Head of Department Responsibilities

Leadership & Strategic Development

- Provide visionary leadership and strategic direction for the Computer Science Department.
- Foster a collaborative and supportive departmental culture focused on innovation and continual improvement.
- Represent the department in whole-school leadership forums and liaise effectively with the Senior Leadership Team (SLT).

Teaching & Learning

- Ensure consistently high-quality teaching across all key stages, focusing on pupil progress and attainment.
- Lead curriculum development, ensuring compliance with examination board requirements and school policies.
- Oversee assessment and feedback practices, using data to drive student achievement.
- Support and guide departmental colleagues, including mentoring Early Career Teachers (ECTs) and new staff.
- Organise and lead departmental meetings, training sessions, and professional development initiatives.

Pastoral & Extra-Curricular Engagement

- Promote opportunities for active citizenship, leadership, and student engagement in business-related initiatives.
- Maintain effective communication with parents, colleagues, and external stakeholders.
- Actively contribute to the school's wider pastoral and co-curricular programme.

Departmental Management

- Oversee departmental resources, budgets, and risk assessments.
- Ensure the department maintains a stimulating learning environment, including up-to-date displays and resources.
- Monitor and evaluate teaching standards through lesson observations, learning walks, and work scrutiny.

Key Accountabilities & Relationships

- **Reports to:** Assistant Head Academic
- **Manages:** Teachers of Computer Science
- **Works with:** Pupils, staff, parents, and external agencies as appropriate

Professional Development

Holme Grange School is committed to the continuous professional development of all staff. The post holder will be encouraged to participate in relevant training programmes identified by the school, ensuring they remain up to date with the latest legislation, regulations, and best practice in their field. The school will provide the necessary support and resources to enable the postholder to develop their skills and knowledge, aligning with the school's vision of being an "Authentic, Ambitious, Courageous and Inclusive Learning Community."

Person Specification

The successful candidate will be able to demonstrate the following:

Qualifications & Experience	Essential	Desirable
A degree in a relevant subject.	X	
A recognised teaching qualification (PGCE, QTS or equivalent).	X	
Teaching Computer Science to GCSE.	X	
Experience in curriculum development and departmental leadership.		X
Experience with mentoring and coaching colleagues.		X
Experience in a school setting.		X
Evidence of engaging students in extra-curricular Computer Science activities.		X
Knowledge & Skills		
A passion for Computer Science and a commitment to high-quality teaching	X	
Familiarity with using data to drive student achievement.		X
Strong subject knowledge and the ability to deliver engaging lessons.	X	
A track record of fostering student progress and attainment.	X	
Excellent communication and interpersonal skills.	X	
Personal Qualities		
A commitment to the school's ethos, values, and holistic approach to education.	X	
The ability to work constructively as part of a team, contributing to the department's work.	X	
A strong sense of responsibility, a conscientious approach to work, and the ability to exercise initiative.	X	
A flexible, positive, and proactive approach to work and a willingness to learn new skills.	X	
Analytical and problem-solving skills to handle challenges and adapt to changing situations.	X	
A deep commitment to safeguarding and promoting the welfare of children and young people.	X	
Personal integrity, a calm and confident attitude, and respect for confidentiality.	X	

This job description is a broad outline of the duties and responsibilities involved and may be amended, as necessary, following discussion between the post-holder and the Head.

Safeguarding

All members of staff at Holme Grange School are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children, and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

Holme Grange 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. It is an offence to apply for this post if you are barred from engaging in regulated activity with children.