



SHREWSBURY HIGH SCHOOL

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JOB DESCRIPTION:

Subject Co-ordinator: Computer Science

Job Purpose:

To develop and implement a vision and a strategy to ensure the Shrewsbury High School Computer Science Department is a leading department: innovative, successful and ambitious in inspiring students to love the subject and in the delivery of Computer Science in and beyond the school.

To deliver a high quality and appropriate academic experience (both curricular and extra-curricular) to all students in a safe, well-supported, well-resourced and well-looked after environment.

To inspire, in students across the whole school, confidence and excitement in digital technology and the empowering possibilities of the science of computing.

For the right candidate, there is the possibility of becoming the whole-school, Digital Lead.

Accountable to: Head of Creative Technologies

The following items are included in the professional duties which a teacher may be required to perform under the reasonable direction of the Head of Faculty and Head.

Teaching & Learning

Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:

- Promote excellence in teaching and learning to ensure all students develop their potential and are equipped for life beyond school.
- Exemplify in own practice the skills of teaching and learning typified by lead professionals, and ensure that good practice is shared throughout the department.
- Ensure that schemes of learning are used, reviewed and modified to enable the maintenance and development of high standards of teaching and learning.
- Ensure that individual pupil progress is regularly assessed, recorded and reported and used to inform future teaching.
- Keep up to date with developments in subject areas and education in general to ensure that best practice is adopted within the department.
- Ensure that the department's delivery and development of the curriculum is effective in meeting the needs of all students.

- Contribute to the broader life of the school by supporting and leading curricular and co-curricular events and activities designed to improve the wider school community with the exciting possibilities of Computer Science.

Leadership & Management of Others:

- Lead and manage the department, recruiting, inducting, developing, deploying, motivating and quality assuring the work of members of the department to ensure that they have clear expectations of their roles, and that high performance standards are achieved and maintained.
- Empower members of the department to develop their leadership potential to ensure continuous improvement.
- Manage day-to-day requirements such as examination entry and departmental timetables, delegating as appropriate, to ensure the efficiency of the department.
- Ensure safety of staff and students within the context of the department's work.

Marketing & External Links, Including Public Occasions:

Contribute to the positive promotion and marketing of the school in the local and wider community, where possible, by:

- Actively promote Computer Science within the school community to encourage students' interest in the subjects.
- Contribute to the positive promotion and marketing of the school in the local and wider community.
- Lead the department's contribution to marketing events and external links.

Other Activities

- Develop an excellent, exciting and genuinely inspiring co-curricular programme which empowers, encourages and celebrates the potential our students have in this area, including: competitions, presentations, coding events & Space Technology, links with other schools and universities – both nationally and internationally.
- Ensure that all KS5 science students wishing to pursue a course in Computer Science at Oxbridge or elsewhere are appropriately supported in preparation for their applications and interviews in collaboration with the Head of UCAS & Careers and the Competitive Universities Coordinator.

Create an Innovative and Effective Computer Science Programme:

- To enable every student at SHS to be digitally literate and ambitious.
- To enable SHS students to be dynamic, imaginative and confident creators of programmes not just consumers of them.
- To facilitate SHS students having (at least) a working knowledge of coding and programming such that they can create basic apps or websites.
- To allow entry into local and national competitions in app-design and programming.
- To introduce students at SHS to the worlds of robotics and intelligent technologies.
- To ensure all SHS students are dynamic, assured and efficient users of technology in its various forms: OneDrive, Office365, Presentation Software, Spreadsheet software, and Artificial Intelligence et al.

Raise Academic and Co-curricular Standards:

- Promote excellent teaching of Computer Science at GCSE and A Level.
- Ensure the efficient delivery and internal moderation of project work associated with the KS4 and KS5 examinations.
- Lead an outstanding and inspiring Computer Science programme for the whole school to success through the curriculum which addresses directly learning to code and think creatively and imaginatively in emerging technologies.

Assessments & Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

Appraisal

- Participating in arrangements made by the school for the appraisal of her/his performance and that of other teachers.

Further Training and Development

- Reviewing from time to time her/his methods of teaching and schemes of learning;
- Participating in arrangements for her/his further training and professional development as a teacher. ILG and Shrewsbury High are highly committed to promoting professional development.

Discipline, Health and Safety

- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Completing departmental health and safety paperwork as advised by the Director of Finance and Operations.

Staff Meetings

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover

- Supervising and so far as practicable teaching any students whose teacher is not available to teach them.

Public Examinations

- Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments
- Participating in arrangements for students' presentation for and supervision during such examinations in accordance with both internal and external regulations.
- Review external and internal examination outcomes in the Computer Science department annually and prepare an analysis report for the Head of Faculty and Deputy Headteacher Academic

Management

- Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and initial teacher training
- Co-ordinating or managing the work of other teachers
- Taking such part as may be required of her/him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Identify and collate the future resourcing needs and aspirations for the department for consideration in the school budget planning process.
- Monitor the department's budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Ensure that all resources are of benefit to teaching and learning and maintaining high standards in the department.
- Ensure that all resources are fit for purpose and used in accordance with health and safety guidelines as provided by the Director of Finance and Operations and ILG.

General

- Adhere to the policies of the school and the Inspired Learning Group as published in the Staff handbook as amended from time to time, in particular, policies relating to the safeguarding of children.
- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of co-curricular activities.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

For the right candidate, there is the possibility of becoming the whole-school, Digital Lead. The overview of this aspect of the role is detailed below:

Strategic Direction and Development:

- Responsibility for the strategic development of Digital Strategy across the whole school. This includes responsibility for ensuring SHS remains at the forefront of all best practice and deploys technology to best ensure the highest standards in teaching and learning
- To lead whole school use of Virtual Learning Platforms to support best teaching and learning practice
- To lead in the use of one-to-one devices in school, managing and guiding the use of personal learning devices across the school to best support the highest standards in teaching and learning
- Responsibility for EdTech and Digital Strategy in all its many forms and the ongoing development of such techniques across school

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review. The Head may ask you to undertake any additional responsibilities that may be deemed reasonable.

Salary: £37,167 - £53,781 (dependent upon experience and will be discussed at interview)

Person Specification: Subject Co-ordinator

Skills required

Leadership skills : the ability to lead and manage people to work towards a common goal	Essential
Ability to use a range of teaching strategies in order to meet the needs of all students	Essential
Sound behaviour management skills and discipline, both inside and outside the classroom	Essential
Communication skills : the ability to make points clearly and understand the views of others	Essential
Excellent interpersonal skills, able to work effectively and harmoniously with others (including students, colleagues and parents)	Essential
Excellent organisational and time management skills with the ability to prioritise and work to deadlines and the ability to work on own initiative and react to competing demands	Essential

Knowledge Base

Experience of working in a successful department at KS3 to 5	Desirable
Knowledge of latest developments within teaching	Desirable
Excellent subject knowledge, particularly at Key Stage 5	Essential

Qualifications/Attainment

Qualified teacher status	Essential
Proven track record of academic success within the subject area or phase or NQT equivalent	Essential

Experience

Successful teaching experience in a Senior School setting with a track record of consistently enabling students to achieve very high standards	Essential
Proven experience of successfully contributing to or running extra-curricular clubs and activities	Desirable
Experience of working within a successful team	Desirable

Personal attributes

Enthusiastic, positive and hard working with a passion for education	Essential
Commitment to the safeguarding of children and young people	Essential
Ability to inspire, motivate and support students	Essential
Flexible and approachable attitude	Essential
Ability to solve problems, make sound judgements and take decisions	Essential
Commitment to the improvement and development of own teaching and performance	Essential
The drive and stamina to provide excellent opportunities for all students in the school	Essential
Willingness to play a part in the overall developments of the school	Essential
Commitment to maintaining the caring and supportive ethos of the school	Essential