



JOB DESCRIPTION AND PERSON SPECIFICATION

HEAD OF COMPUTER SCIENCE

Introduction

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the college. All teachers must familiarise themselves with, and adhere to, the many and various policies and systems by which the college is managed and students are cared for.

Teachers at the college are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest examination performances. Staff are in sympathy with the boarding ethos of the college, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the college. Most teachers also take on the role of Personal Tutor.

The Role

The Head of Computer Science will report to the Head of Mathematics and the Vice-Principal (Academic).

The post holder will lead a team of specialist subject teachers and be responsible for the development of that subject at all levels throughout the college. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher who can lead by example, who is committed to flexible and varied styles of teaching and in sympathy with the aims and objectives of the college.

Main duties and responsibilities include:

Academic management

- reviewing curriculum needs and, in consultation with other staff, the Head of Mathematics and the Vice Principal, choose courses that are appropriate to the needs of our students;
- initiating, overseeing and regularly updating the development of agreed schemes of work for all courses;
- developing and managing coursework and practical assessments in line with exam board specifications, including preparation of such and supervision of students during such assessments;
- leading regular subject meetings of Computer Science staff at which curriculum planning, student progress, and teaching and learning needs should be discussed and good practice can be shared;
- managing physical resources effectively and advising the Head of Mathematics of requirements;
- line managing subject teachers including regular lesson observations as agreed within the department and in consultation with the Vice-Principal;
- disseminating information regarding new resources and professional development courses to staff;
- contributing to the selection for appointment of new members of the department, including the induction and assessment of probationary teachers when appropriate;
- establishing and monitoring departmental targets and in collaboration with the Head of Mathematics producing a self-assessment report each year;
- working with the Head of Mathematics and other subject leaders to develop departmental policies and to ensure that existing policies are implemented effectively;
- liaising with Senior Management, as appropriate, to ensure that departmental documentation is up-to-date and fit for purpose (for instance, subject descriptions for the GCSE and A level booklets);
- collaborating with the Mathematics Department to ensure that students hoping to study Computer Science at university have an additional programme of study that will prepare them for university interviews and pre-tests;

- ensuring that able students are entered for external subject-related competitions as appropriate to the subject;
- enriching the curriculum in the subject – this might mean inviting speakers to the college or taking students to university lectures;
- recommending students for subject prizes to the Vice-Principal (Academic) at the requisite times of year;
- liaising with the Vice-Principal (Academic), as appropriate, over issues of mutual interest.

Teaching

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and as required;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, college training events, observation and professional review in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Head of House and Vice-Principal (Academic)
- use of the SIMS database;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with heads of houses, house parents and/or personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by the Senior Management;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

This list is not intended to be exhaustive. The nature of teaching and of education is that change is likely, either externally prompted (for instance a government or exam board reform) or as a result of Concord-based initiatives. The Head of Computer Science should therefore expect to undertake any other reasonable duties for the further development of the subject within the college and of the college's academic ethos in general.

Qualifications:

- a high quality degree with Computer Science or Mathematics as the sole or significant focus
- a formal teaching qualification may be an advantage.

Skills and Experience:

- the capability of teaching Computer Science expertly and confidently to all age groups 13-18, being up-to-date in his/her subject;
- the ability to teach Mathematics to IGCSE level;
- the ability to teach Mathematics to A level is desirable;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- effective and efficient administrative skills;
- the ability to contribute to the extra-curricular life of the College is essential;
- a background in boarding education may be an advantage;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

Personal Attributes:

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and have the ability to work as part of a team and lead a team of teachers;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- be able to communicate fluently and accurately in spoken and written English;
- demonstrate foresight and good judgement in the execution of managerial tasks;
- be confident in handling students at both ends of the Concord academic spectrum;
- be flexible in outlook and amenable to change.

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible, and contribute to the broader life of the college.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Concord Teachers' Pay Scale, which is significantly above Main Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Induction of New Staff

There is a thorough induction programme for new staff. One or more visits may be arranged during the term prior to commencement. The main induction takes place just prior to the start of the new academic year at the beginning of September.

THE MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT

Staff

The Department is highly successful and well-resourced with a team of 20 experienced teachers, 2 of whom are Computer Science teachers. The Head of Mathematics is Dr Thomas Phoenix.

Members of the department work as a team when preparing materials and everyone shares in the writing of weekly tests which are then used as common assessments. Each individual teacher is assisted to maximise the quality of their teaching. Regular departmental meetings, INSET, lesson observation and professional review all form part of this process.

Facilities

All of the Mathematics classrooms are equipped with data projectors and interactive whiteboards and are located in a modern teaching block constructed in 2009. Computer Science lessons take place within two computer rooms which are equipped with a modern PC for each student. The department is making good use of Concord's VLE and has a culture of sharing resources.

Courses

Pupils in Forms 4 and 5 follow the Cambridge Computer Science IGCSE which concentrates mainly on the technical side of computers including designing algorithms and writing code, and is therefore suited to the more mathematically-minded students. We do not currently offer an A-level course in Computer Science but intend to introduce this course for first teaching from September 2019.

In addition, all pupils in Forms 4 and 5 follow the Edexcel IGCSE Mathematics course with the most able also studying Additional Mathematics. Mathematics is the most popular subject at AS and A level and a large proportion of Concord students study Mathematics at this level, following the Edexcel course. Around 80 students take Further Mathematics each year and several students progress on to Oxbridge to study Computer Science or closely related subjects.

Academic Results can be found on our website – www.concordcollegeuk.com