



Whole School Computer Science Leader Job Description.

Post title: Whole School Computer Science Leader

Contractual conditions: Duration of contract - 1 year (renewable), beginning February 2022.

Responsible to: Senior Leadership Team

Line Manager: Assistant Head - Academic (EY, Prim,Sec)

Direct reports: Teachers of Computing

Internal relationships: Early Years, Primary & Secondary Assistant Heads (Academic), Secondary Heads of Department, Primary Curriculum Coordinators, Learning Support Coordinator, IB Coordinator, Teacher Librarian, Teaching Assistants, Administration Staff and Computing Department.

Description

San Silvestre is currently seeking a whole school Computer Science Leader. This is a whole school middle leadership position as the Computing department works in both the primary and secondary school.

This is a full-time post beginning February 2022 and includes a reduced Computing teaching timetable.

Candidates can also apply for the Whole School Ed-tech Leader role as this is available and can be combined with this position.

Roles and Responsibilities

Relationships

- Collaborate and communicate effectively with the teachers of the department.
- Participate in Head of Department meetings.
- Work as an integral, collaborative, and proactive member of the middle leadership and teaching team – planning and sharing honestly and respectfully with all members of the team.
- Communicate with parents in accordance with the school's policy and ethos.
- Identify professional development and curriculum needs and discuss these with the Assistant Heads - Academic.
- Coordinate with relevant staff in other sections of the school to ensure smooth transitions and the exchange of relevant information.
- Procure, attend and when appropriate provide relevant professional development for staff in the department.
- Keep the Assistant Head - Academic informed about your work progress; issues within your curriculum area; issues and developments concerning the teaching team; or any other issue that will help the Assistant Head - Academic to fulfil their role effectively.
- Guide and support trainee teachers, NQTs and teachers new to the school.
- Ensure that professional standards of communication are maintained in all contexts and at all times.
- Attend meetings, training and events as directed by the Senior Leadership Team.

- Ensure positive, professional and appropriate relationships are developed with parents.
- In accordance with the school's policy and ethos, communicate with parents whenever relevant.
- Ensure parents are informed of changes or development in the curriculum area through the Digital Bulletin, website or email.
- Develop and present workshops on relevant curriculum issues when necessary as determined in collaboration with the Assistant Head – Academic and/or curriculum team.
- Prepare for and attend meetings requested by parents.
- Refer any serious or ongoing parent or staff concerns to the Assistant Head – Academic.
- Ensure that records are kept of all parent or staff concerns or complaints and that they are expediently responded to, so that the matter may be effectively managed, within a short timeframe.

Curriculum (including Teaching and Learning)

- Maintain a thorough understanding of the curriculum policies and procedures of the School (including assessment, teaching & learning, and reporting policies)
- Contribute overtly to the positive ambiance in the department and section.
- Guide teachers in the process of formally reviewing, documenting and updating the curriculum.
- Ensure that curriculum planning and development is in line with the schools educational vision and philosophy.
- Facilitate continuous improvement in the standards of teaching and learning.
- Promote innovation and development of the curriculum within the department.
- Facilitate collaborative planning both vertically (with other grade levels) and horizontally (with other subjects).
- Promote and facilitate intra-curricular and cross-curricular links where appropriate.
- Providing appropriate guidance and leadership to the departmental teaching team.
- Monitoring teaching and learning within the Computing department.
- Promote the use of Assessment for Learning techniques and formative assessment.
- Periodically review and develop assessments and rubrics.
- Invite teachers to visit and observe your professional practice
- Be a model of outstanding professional classroom practice with an ability to inspire others and promote excellent classroom practice and teaching and learning programmes.
- Model and promote the effective use of technology to enhance learning.
- Maintain awareness of new theories, practices and methodologies in the relevant curriculum area and share these with the department.
- Provide the department with guidance on the development of appropriate and varied instructional strategies and activities for their students.
- Plan and facilitate learning experiences beyond the classroom - e.g. field trips, onsite visitors, visits to relevant places for the subject, etc.
- Be an enthusiastic advocate for the subject(s) within the department.
- Work with and ensure that other teachers consult the Learning Support Coordinator/ staff to ensure that adaptive strategies are used to support the learning of all students.
- Ensure that appropriate and stimulating homework is set and is in keeping with homework timetables.
- Facilitate online learning/hybrid learning where necessary, making full use of the school's technology to ensure an equitable experience for all students.

Professional Development

- Participate in CPD (Continued Professional Development)
- Plan CPD opportunities and sharing practice within the department.
- Identify CPD needs of members of the department and inform SLT.
- Monitor, reflect and evaluate the effectiveness of the curriculum.

Staff Management

- Manage change sensitively and collaboratively
- To fully participate in and appraise members of your team using the school's target setting and appraisal system.
- Facilitate curriculum development and departmental meetings.
- Regularly visit lessons and provide timely learning-based feedback

Administration

- Represent the department at subject leader meetings and provide timely, comprehensive, and accurate feedback to teams.
- Lead weekly meetings - provide an agenda and maintain shared minutes.
- Participate in the recruitment of new staff.
- Participate in the initial and ongoing induction of new staff.
- Provide documents as required by the school and for the Ministry of Education.
- Manage the ordering of appropriate learning resources including technology.
- Manage the ordering of furniture, infrastructure requirements for the department.
- Ensure that all essential information is provided for exam entries, internal assessments, predicted grades and exam scheduling for IGCSE and the IB Diploma.
- In collaboration with SLT, arrange teaching groups and staffing plans.

Public Relations

- Represent the school positively in the School and wider community.
- Participate positively and actively in School and Section events.
- Participate in and support any BSP and LAHC events that involve your curriculum area.
- Speak positively to parents about new curriculum initiatives within the School.

Assessment & Record Keeping

- Ensure all teachers in the department understand and follow the school policies ensuring that student work is marked, assessed, evaluated and responded to extensively and formatively.
- Ensure that students are encouraged to regularly reflect on learning and to record reflections
- Ensure that up-to-date, adequate records of learning are kept and are aligned closely to the report criteria.
- Ensure that recorded information is available to the Assistant Head - Academic.
- Ensure that the department provides school reports in accordance with the school calendar.

Resources

- Research and manage the review and procurement of resources through the annual book order and IT Order.
- Manage appropriate use of materials and resources in the relevant curriculum area.
- Ensure that inventories of resources are maintained by staff.
- Ensure that all administrative tasks are completed in a timely, effective and efficient manner.

Technology

- Liaise with the Ed-tech leader and promote the use of appropriate technology to enhance teaching and learning within the department.
- Maintain a strong understanding of educational technology; use it to enhance teaching and learning. Model the effective use of an array of technological tools and resources.
- Be a proficient user of Google Workspace (Gmail, Classroom, Sheets, Slides etc).

Other responsibilities

- Understand, embody and be committed to the philosophy and ethos of the School
- Ensure that teaching and learning within the department fosters a safe learning environment and pupil behaviour is managed in accordance with school policy.
- Analyse and use data to help support the development and review of practices and procedures.
- Ensure a thorough understanding of the policies and procedures of the School.
- Use allocated non-contact time for work pertaining to the leadership role
- Supervise students before school, at break times or after school - following the duty roster.
- Assist with and supervise students at sporting activities, school concerts, excursions etc.
- Be willing to provide additional time outside of the standard working day for preparation, assessment and attending school events.

Specific Responsibilities

- Establish clear goals and expectations with the Computing department.
- Co-ordinate the curriculum development across primary and secondary schools to ensure a vertical development of Computing skills.
- Ensure that Computing skills are appropriately being developed across different subjects areas in the school using ISTE standards.
- Co-ordinate the Computing curriculum & teaching programme in all grades including ICT/Computer Science at IGCSE (Cambridge) and ITGS (Information Technology in a Global Society) at IB Diploma level.
- To promote digital citizenship throughout the subject.
- To promote STEM education and careers.
- Work closely with the whole school Ed-tech coordinator.

Knowledge and Competencies Required

Essential

- A good Bachelors (or equivalent) degree in Computing or a subject related to Computing.
- Evidence of being, or having the potential to be, an excellent leader.
- The ability to effectively plan and review a Computer Science curriculum.
- The ability to read, write and speak in English.
- Clear and effective communication skills.
- Strong information technology skills, including familiarity with Google Workspace for Education; specifically Google Classroom.
- Ability to effectively manage one's own time, working unsupervised and using initiative.

Desirable

- Experience in leadership or qualifications related to leadership within education.
- Experience in curriculum development of programming and robotics.
- Experience in leading a department of teachers across different sections of a school.
- Experience in using Atlas Curriculum Management.
- Google Educator Level 1 or Level 2 Certification.
- Fluent written and spoken English.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the headmistress in the light of those changing requirements and in consultation with the post holder. In any event the Headmistress/Head of Section reserves the right to review and amend the job description.

San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.

Three professional references will be sought, at least ONE of which must be from your present employer.

Please send your letter of application, **IN ENGLISH to applications@sansilvestre.edu.pe indicating **Whole School Computer Science Leader** in the subject line.**

*The deadline for application is **Sunday 28th November**.
We reserve the right to appoint before the deadline.*

Dated: 17th November 2021