

Job Description: Head of Computing

Responsible To: Senior Deputy Head (Academic)
Job Location: Caldicott School, Farnham Royal
Date of Job Description: June 2021

JOB CONTEXT AND PURPOSE

Caldicott is one of the country's most prestigious Independent Boarding and Day Preparatory School for Boys. We are a flourishing school with around 250 boys from 7 to 13 years old, with all boys weekly boarding in the final two years. We deliver a first-class education, sporting provision and a rich variety of music, drama, arts and extracurricular opportunities in a friendly and supportive working environment.

The Head of Computing establishes the vision and action plan for the use of ICT across the curriculum and leads whole school computing and development of STEAM. The role works in close collaboration with the Head of Design and Technology and also with the Director of IT to advise on the development, planning and implementation of ICT strategy in teaching and learning and emerging technologies and trends that may benefit the school.

Caldicott is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

CORE AREAS OF RESPONSIBILITY

The following core areas of responsibility are not exhaustive and will be subject to development and adaptation in accordance with the changing and developing needs of the school.

A. Department Management and Profile

- Actively contribute to the Academic Committee.
- Feedback and contribute to the Caldicott Strategic Plan where required by the Headmaster and be an ambassador of that plan with colleagues in the staffroom.
- Collaborate and implement tasks and projects required in this role by the Senior Deputy Head (Academic).
- Promote the work of the department positively using social media channels.

B. Computing Framework:

- Research, plan and deliver a Computing curriculum that is engaging, relevant and that evolves to reflect the fast changing nature of the subject.
- Ensure that elements of the new computing framework are incorporated into Digital Learning across the school and that written Computing plans are up to date.
- Ensure progression in complexity of technologies.

C. STEAM Framework:

- Identify, develop and organise STEAM opportunities for students and staff
- Co-ordinate STEAM fair
- Plan visits (eg Big Bang Fair, Space Centre, Sky Academy)
- Host events (eg FLL Jr, Pi Jam, PEGI)
- Facilitate entry into external programmes, eg First Lego League, BEBRAS, AstroPi
- Review curricula to establish links and shared projects between STEAM subjects

D. E-Safety:

- Ensure there is a coherent, current and regular review and delivery of e-safety for both staff, parent and pupils.
- Act as e-safety co-ordinator
- Run whole school focus events such as Safer Internet Day, liaise with Head of PSHEE on anti-bullying focus weeks.
- Use ICT to facilitate Student Voice: create, deliver and analyse whole school surveys such as student welfare, anti-bullying and e-safety.

E. Pupil involvement in running of Computing (Digital Leaders):

- Encourage children to become involved in the running of the Computing department, identify opportunities for undertaking responsibilities.
- Organise visits and contact with industry to promote more advanced understanding , eg BETT, PEGI

F. Budget

- Manage the Computing subject budget to deliver a cost effective, relevant and evolving curriculum.

G. Support Gifted Pupils

Encourage gifted pupils to develop their knowledge and help them work towards Scholarship at Senior Schools.

H. Staff Training in ICT:

Identify opportunities and provide training for staff in using new technologies and incorporating them across the curriculum. Work with the Director of IT to deliver training.

I. Embed and monitor ICT across the curriculum:

This will be done in consultation and collaboration with other Heads of Department across the school, to enhance learning and encourage pupils to use ICT to optimum effect.

J. Team Teaching and lesson delivery across curriculum incorporating ICT:

Support staff by team teaching and delivering lessons across the curriculum incorporating ICT.

K. Teaching Duties:

- Fulfil all the normal roles of a teacher laid out in the Professional Duties documentation to which all Caldicott teachers adhere.

L. Safeguarding and Child Protection:

- To implement and adhere to best practice in safeguarding and promotion of the welfare of children and young people.
- To lead by example on good pastoral, safeguarding and child protection behaviours.

GENERAL DUTIES

- To work within all school procedures and codes of practice and undertake training as required.
- To undertake such other duties as are agreed to being in keeping with the general nature of the role.

TERMS AND CONDITIONS

All other terms and conditions are those as referred to in the letter of appointment and contract.

Signed:

Postholder

Dated:
