THE OAK-TREE GROUP OF SCHOOLS

COOPERSALE HALL SCHOOL
JOB DESCRIPTION

Post Title	**Head of Computer Science/Business Studies**
Post Holder	
Responsible To	**Head, Paul Wilson**

All members of staff employed by The Oak-Tree Group of Schools are expected to uphold the Group's vision and ethos on a daily basis through their professional conduct, as well as working in accordance with its aims and policies. The duties outlined in this Job Description may be modified to reflect or anticipate changes in the job, commensurate with the salary and job title.

Main Purpose of the Role
To ensure high quality teaching, effective use of resources and the highest standards of care, learning and achievement for all pupils in Computer Science and Business Studies.

General Responsibilities
- To maintain high standards of time keeping, teaching and learning, marking, monitoring, assessment and communication with parents.
- To carry out supervisory duties on a rotational basis as reasonably required, including registration of pupils and provision of relief cover.
- To cover colleagues' classes on a rotational basis when necessary due to absence/INSET.
- To take responsibility, as far as can reasonably be expected, for the safety, educational and social development of each of the pupils in the class at the time.
- To provide a role model for the development of pupils' social behaviour and attitudes.
- To set a good example in terms of dress, punctuality and attendance.
- To attend staff meetings as required.
- To support the extra-curricular life of the School.
- To work effectively as a member of the team, establishing and maintaining good relationships with colleagues, parents and pupils.
- To provide a safe, secure and well-organised environment to encourage the development of pupils as independent learners.
- To follow health and safety procedures in order to safeguard the health and safety of all members of the school community where applicable.
- To be responsible for promoting and safeguarding the welfare of the pupils.
- To promote the Spiritual, Moral, Social and Cultural development of the pupils.
- To promote equality of opportunity and anti-discriminatory practice for all children.
- To be aware of responsibilities under the School's Child Protection Policy and to report any concerns to the appropriate person as soon as they occur.

Specific Responsibilities

Teaching and Learning:
- To deliver the Computer Science curriculum up to Year 11 (GCSE level) and Business Studies as a GCSE option in Years 10 and 11.
- To maintain high standards of teaching and learning, marking, monitoring, assessment and communication with parents.
- To plan effectively to ensure that all children have the opportunity to meet their potential, irrespective of race or gender.
- To use teaching and planning strategies that are appropriate to the educational needs of any child who has been identified as having Special Educational Needs, including Gifted and Talented and EAL, in partnership with parents and other relevant parties.
- To plan and deliver a balanced curriculum as applicable to the age of the children through short, medium and long term planning.
- To plan, provide and supervise activities that are appropriate, stimulating and challenging.
- To implement schemes of work and plans in collaboration with other subject coordinators.
- To use teaching strategies that keep children engaged through effective questioning, lively presentation and excellent use of resources.
- To organise educational visits and in-school activities/clubs to complement the curriculum.
- To develop cross-curricular links and opportunities for Computer Science.
- To liaise with specialist teachers to encourage cross-curricular links.
- To manage support staff where applicable, involving them where appropriate with the planning and management of the children's learning.

Assessment:
- To use assessment and evaluation to inform future planning.
- To make regular assessment and observation of pupils to monitor and record progress and report findings as required.
- To track pupil performance and implement intervention measures where pupils are under-achieving at the earliest stage, also discussing with the SENDCo.
- To participate in standardised testing as required and to use the data provided to set individual targets for children.
- To monitor children's reading and ensure provision of a wide range of appropriate reading material for progression.
- To meet with parents formally and informally, as required, to discuss pupils' progress and individual issues.
- To mark/assess pupils' work promptly, positively and provide oral and written feedback that is effective and constructive to support the learning.
- To write formal, informative reports on each pupil as required.
- To promote the general progress of pupils at all times.

Classroom Organisation:
- To create a safe and stimulating learning environment that supports learning and in which children feel secure and confident.
- To ensure that classroom organisation provides opportunities for pupils to take responsibility for their learning.
- To prepare classroom tasks and resources.
- To ensure that equipment/books are appropriate and in good working order.
- To be accountable for the distribution and collection of resources.
- To photocopy materials as required and in accordance with copyright laws.
- To prepare pupils' work for displays and maintain a high standard of display in the main classroom and throughout the School.
- To register attendance and return records to the School Office as required.
- To liaise with the Group IT Manager and Group Technicians regarding the installation and updating of software on the school network.
- To ensure that all Health and Safety considerations are taken into account at all times, especially when using the equipment.

Provide Pastoral Care:
- To take responsibility for discipline within the classroom and, jointly with colleagues, maintain a high standard of discipline throughout the School.
- To take responsibility for the day-to-day emotional well-being of each child in the class.
- To supervise children in the playground and/or dining room on a rota at break/lunchtimes as required.
- To prepare class assemblies as required.
- To assist with special events, such as class/school concerts, sporting events, plays, Prize Day and 'open' events.

Professional Development:
- To identify training needs to develop further the role of this position as recognised by the Teacher and/or Senior Leadership Team.
- To keep well informed about new developments in the educational world and statutory requirements with particular attention to the relevant curricula.
- To take part in the School Performance Management Programme.
- To attend INSET training (both in and out of school) as required.

The Teacher should also be prepared to undertake other such specific duties that may be assigned by the Head or members of the Senior Leadership Team.