



**CEDAR MOUNT ACADEMY  
HEAD OF SUBJECT – COMPUTING & ICT  
MPS + TLR 1b**

*(Conditions of service as defined in the current Schoolteachers' Pay and Conditions Document)*

The Head of Subject, responsible to their line manager, will be responsible for student outcomes and achievement in the subject area they are leading. The post holder will also share in the responsibility for leadership of the Academy as a member of the Middle Leadership Team.

The Head of Subject will be a successful and experienced teacher in his/her subject specialism, who is able to enthuse, motivate and inspire children, generating a love for learning. The successful candidate will have experience of successfully leading a team and will have a commitment to high standards and hard work to secure high quality outcomes for all students.

Where there is a second or seconds in the department the Head of Subject will need to identify the area of responsibility/ies they would wish their second to take on as areas for development under their leadership. It is expected these roles and responsibilities will change annually or biennially. The Head of Subject still maintains the overall responsibility for the department, sets the standard of leadership within the department and exercises his/her leadership on behalf of the Senior Leadership Team.

It is expected that all staff within two years of joining CMA will be operating at a minimum of good with outstanding features and working towards being outstanding in their teaching, learning and specific areas of responsibility.

***Cedar Mount Academy is a member of the Bright Futures Educational Trust***

**Job Purpose**

- Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as defined in the school teachers pay and conditions of service and national professional standards.
- Leadership of the subject area and team.
- Organisation and delivery of the subject area(s).
- Secure high standards of student attainment and progress within the subject area(s) and monitor and support student progress.
- Be accountable for standards of teaching, learning, student progress and attainment within the subject area(s).
- Work collaboratively with other Middle and Senior Leaders to raise standards and secure improvement for the Academy.



## **Main Activities:**

### **1. Leadership of the Subject Area and Team**

- Be responsible for the day-to-day management of staff and students within the subject area and act as a positive professional role model.
- Lead by example as a teacher and as a manager achieving high standards of student attainment and progress, behaviour and motivation through effective teaching
- Ensure the subject team Implement and follow Academy policy and procedure and that staff within the subject area are both supported and held to account for implementing Academy policy and securing high standards in their classrooms.
- Secure common standards of practice within the subject area to enable a high standard professional and consistent approach within the team
- Work with colleagues within the subject area to formulate aims, objectives and strategic plans for the subject which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy
- Ensure the effective operation of quality control systems that monitor and evaluate the subject area in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required as a result of quality assurance and evaluative activities.
- Establish the process of the setting of targets within the subject area and to work towards their achievement.
- Organising and chairing subject team meetings
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the subject.
- Develop a transition strategy from primary school to Year 7 which ensures that the students sustain their development from Year 6.
- Liaise with parents/carers to offer information/guidance to ensure that students gain maximum benefit from their learning opportunities.

### **2. Organisation and Delivery of the Subject Area(s)**

- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which meets the needs of all students, secures good outcomes for all students
- Develop, in liaison with the pastoral and attendance teams, an inclusive approach ensuring equality of opportunity for all students to access the curriculum
- Ensure there is effective provision within the subject area for individual and groups of students with specific needs. These groups include: SEN, EAL and Gifted and Talented students
- Keep up to date with national developments in the subject area and teaching practice and methodology.
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- Liaise with the AVP Achievement to maintain accreditation with the relevant examination and validating bodies.
- Effectively deploy support staff working in classrooms and the subject area as a whole



- Monitor all subject resources to ensure that they are maintained in a safe and useable state.
- Ensure that colleagues within the
- Subject team take care of teaching rooms, corridor areas, stock rooms etc. including furniture and maintain them to high standards.

### **3. Student Attainment and Progress**

- Ensure that high levels of students performance, attainment and progress are encouraged, facilitated and secured at all times
- Ensure that all aspects of assessment and reporting are carried out according to Academy policy so that that they enhance teaching, learning and student outcomes
- Analyse student progress and attainment data and use the data to quality assure subject standards and practices and inform future lesson and curriculum planning and delivery.
- Lead the subject team to identify, through assessment and analysis, individual and groups of students requiring additional support to meet their targets and realise their full potential
- Lead the subject team to implement class/subject strategies to support individual and groups of students who are underperforming and in turn improve their performance.
- Monitor the impact of support strategies and adapt as necessary to ensure these programs secure better outcomes for underperforming students.

### **4. Standards of Teaching and learning**

- Support all areas of staff development both within the subject area and the Academy as a whole, including that of trainee teachers and NQTs.
- Maintain detailed records of such support and to make such records available to members of the Senior Leadership Team if requested.
- Actively engage in the performance management of nominated staff.
- Ensure, through regular monitoring, that all lessons are of a high standard and that there are no unsatisfactory lessons taught.
- Ensure that high expectations and high standards of behaviour are secured in classrooms and the subject area as a whole to support effective teaching and learning
- Work closely with the AVP Personnel Development to implement strategic CPD programs to address areas of underperformance within the subject team

### **General Academy Middle Leadership Responsibilities**

- Ensure that the subject capitation allowance is managed in an efficient and effective manner and that there is no overspend during the financial year and that all financial procedures are consistent with the Academy's Scheme of Financial Delegation.
- Play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- Update the Principal, other senior managers and the Governing Body on the effectiveness of the provision in your subject area
- Support the development and maintenance of whole Academy policies and practices to ensure consistent application of whole Academy policy and procedure
- Have a teaching commitment in line with the level of responsibility
- Serve as form tutor for nominated classes



- Sustain effective, positive relationships with all staff, students, parents/carers, governors and the local community
- Maintain clear expectations and high standards of professionalism
- Attend Academy events and activities as directed by the Principal

**The duties of this post may vary from time to time without changing the general character of the post of level of responsibility entailed.**



## Person Specification – Head of Subject

	<b>Essential</b>	<b>Desirable</b>
<i>Qualifications, Educational, Training</i>	Degree and teaching qualification. Recent relevant in-service training.	Post-graduate qualification. Professional qualification e.g. "Leading From The Middle".
<i>Relevant Experience</i>	Successful teaching experience including the teaching of subject to GCSE level Contribution to the work of the subject area including involvement in course planning, development and evaluation. Experience in developing whole-school policies and strategies.	Ability to teach subject to advanced level Experience of responsibility within the subject or other relevant area. Evidence of a contribution to wider educational issues.
<i>Knowledge, skills, abilities</i>	Excellent classroom practitioner. Very good oral and written communication skills. Ability to exercise control in the classroom and encourage good behaviour. Ability to generate enthusiasm for the subject and for learning in general. Ability to work as part of a team. Ability to plan, organise, review and adapt. Excellent ICT skills Ability to lead INSET.	Knowledge of VLE. Knowledge of SIM's or similar.
<i>Leadership</i>	Ability to lead a team Ability to motivate, support and inspire trust in others. Ability to confront and resolve problems. Ability to innovate and manage change.	



<i>Others</i>	<p>A passionate commitment to develop the best in young people</p> <p>Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work</p> <p>Personal commitment to the Academy's professional standards and code of conduct</p> <p>A commitment to further training and a willingness to participate in relevant CPD.</p> <p>Willingness to be engaged in partnership and community activities</p> <p>Commitment to the aims and ethos of the Academy.</p> <p>A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.</p> <p>Flexibility and a willingness to be involved in change</p> <p>To be prepared to work flexibly outside the Academy hours</p> <p>Experience of the role of form tutor.</p>	
<i>Safeguarding</i>	<p>Willingness to consent to apply for an enhanced disclosure CRB check</p> <p>Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.</p>	