

JOB DESCRIPTION

HEAD OF COMPUTER SCIENCE

The duties referred to in clause 1 of the main agreement with **The Board of Governors** (hereinafter called "the employing authority") appointing you to a post in the above named school shall include the following duties as a condition of your appointment as: **HEAD OF COMPUTER SCIENCE.**

The following duties and responsibilities are additional to those contained in the Statement of Conditions of Employment as agreed by the Northern Ireland Teachers Negotiating Machinery.

DUTIES AND RESPONSIBILITIES AS HEAD OF COMPUTER SCIENCE

The Head of Department is responsible to the Headmaster for all aspects of the subject as outlined below – in accordance with the school's stated Educational and Religious Philosophy.

1. DEPARTMENTAL ADMINISTRATION:

- (a) Formulating the Department's policies through discussion with the teachers in the Department, supervising their implementation and reviewing their effectiveness and suitability regularly.
- (b) Arranging regular Departmental Meetings considering on an ordered agenda, general and specific aims, departmental policies, administration, particular problems.
- (c) Setting up, and maintaining, an appropriate record-keeping system for the Department in accordance with school policies and practice in this matter.
- (d) Presenting a brief, annual, typed report on the department to the Headmaster and participating in a discussion on it.
- (e) Presenting to the Headmaster a copy of the Departmental Booklet containing the Department's aims and objectives, syllabuses, schemes of work, resources, procedures and other data helpful to the subject teachers.
- (f) Presenting to the Headmaster Minutes of Department Meetings as they occur.
- (g) Attend Head of Department's Meetings and participate fully in a professional manner at such meetings - reflecting the area of middle management in the school.

2. EDUCATION PROGRAMME, CURRICULUM CONTENT, EXAMINATIONS:

- (a) Preparation and yearly review of Departmental syllabuses and schemes of work.
- (b) Appropriate liaison with Heads of other Departments in the school to encourage cross-curricular teaching, particularly Pastoral Care.
- (c) Monitoring school tests and assessments, external examinations and results.
- (d) Availing of opportunities to arrange for:
 - (i) relevant visits to the school by speakers, etc.
 - (ii) educational outings;
 - (iii) participation in competitions, projects, exhibitions.

3. STANDARDS:

- (a) Setting and maintaining the quality and standards of work in the subject.
- (b) Monitoring teaching and learning methods used in the department.
- (c) Supervising the implementation of the Department's policy with regard to class-work, homework, preparation and marking.

4. STAFF:

- (a) Promoting a good working relationship with and between the teachers in the Department.
- (b) Developing the expertise of teachers by support, encouragement and advice.
- (c) Assisting probationary teachers in every way possible.
- (d) Being available to inform, assist and advise substitute teachers.
- (e) Allocating classes to student teachers and assisting in the supervision of their teaching and in the making of any reports which are necessary.
- (f) Encouraging staff development and In-Service training.
- (g) Liaising with the appropriate teachers concerning cross-curricular themes and connections.
- (h) Being available to sit on Interviewing Panels.

5. RESOURCES:

- (a) Care of all equipment, text-books, and other resource materials used in the Department.
- (b) Ordering of books, small equipment, stationery and teaching materials in accordance with procedures.
- (c) Keeping up to date list on the kind of resources which are available.

6. DEPARTMENTAL INVOLVEMENT IN SCHOOL'S EDUCATIONAL PROGRAMME AND ACTIVITIES:

- (a) Promoting and arranging for the Department's contribution to and participation in general school activities, especially Open Night.
- (b) Contributing to Curriculum Development in the school.
- (c) Any other duty assigned by the Headmaster.

7. GENERAL:

- (a) Keeping up to date with educational and curriculum developments.
- (b) Liaising with Heads of Departments of the same subject in other schools with a view to appropriate development of the Department.

DUTIES AND RESPONSIBILITIES AS HEAD OF COMPUTER SCIENCE

- 1. Assume responsibility for the effective delivery of Computer Science across all years.
- 2. Be responsibly for the development and review of appropriate schemes of work for all years.
- 3. Be responsible for general organisation within the Department.
- 4. Hold regular meetings with members of the Department.
- 5. Liaise with all the members of the department with regard to internal and external exams.
- 6. Investigate and requisition appropriate materials for the Department.
- 7. Liaise with other HOD's on matters pertaining to the curriculum and other school issues.
- 8. Be responsible for the promotion of the Computer Science Department.
- 9. Will prepare students for and participate in local and national competitions.
- 10. Carry out as required any other duty at the Headmaster's behest.