



THE GREY COAT HOSPITAL

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



Head of Computing with Business Studies

Brief

The Grey Coat Hospital's aim is to 'enable students to take charge of their learning, make decisions based on Christian values, live in the world as independent women, and meet the challenges of the twenty first century'.

The appointed person will be able to sustain and improve the quality of education offered to the students in the department and school through promoting educational opportunities and an appropriate working environment for both students and teaching staff. The appointed person will promote and contribute to the language college dimension of the school.

Person Specification:

- Creative - showing imagination
- Highly organised having the ability to work in a self-directed manner
- Articulate, persuasive and commanding in a public setting
- Effective at managing support and develop the team with a clear vision for success
- Planning strategically in order to target, address and manage underperformance
- Excellent leadership skills and a proven track record of improvement
- An outstanding classroom teacher across all Key Stages and abilities

Skills:

- be able to create, share and implement a vision for a split site department
- have the ability to create a strong department identity as one of the key departments of the school
- be able to train and develop staff at different levels of their career
- be able to evaluate the success of students, staff and the department with view to further improvement
- have excellent subject knowledge and be an outstanding classroom practitioner
- be able to lead a committed department through excellent leadership skills
- be approachable and calm under pressure
- be highly organised and have good time-management skills



- have interpersonal skills to be able to liaise with a large number of teaching and non-teaching staff and community partners
- have excellent behaviour management skills

Specific Responsibilities as Head of Department

General

- to oversee the writing of reports, provision of subject/year information to parents, attendance at parents' meetings and response to parents' enquiries by the department
- to implement the school's agreed policies
- to maintain effective discipline through implementation of the school's agreed procedures
- carry out a share of supervisory duties in accordance with published rosters

Staff

- to take part in the appointment of staff to the department and in the drawing up of their job descriptions
- to promote development and training opportunities for the department
- to take an appropriate part in the school's performance management programme, both as appraiser and as appraisee
- to induct NQTs as required
- to co-ordinate training of ATs as required
- to line manage members of their department

Communication and Meetings

- to attend middle management and other meetings as appropriate
- to conduct team meetings, ensuring the provision of agendas and minutes
- to ensure the discussion and transmission of departmental issues and policies to all relevant parties
- to support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior management and to other members of middle management

Curriculum

- to lead the department through effective teaching, professional vision and knowledge



- to plan with the team for the development of the department and to write the departmental development plan in consultation with the team and within the framework of the school's development plan
- to maintain and develop schemes of work within the framework of the National Curriculum and the requirements of examination boards, working collaboratively with the whole tea
- to ensure the provision of an appropriately broad, balanced relevant and differentiated curriculum for students in accordance with the aims of the school
- to arrange, in consultation with members of the department and the person in charge of the timetable, the deployment of these members in the timetable
- to organise the arrangement of classes within the school's agreed policies
- to lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the faculty
- to oversee SEN, G&T, pupil premium and EAL provision
- to support members of the department in maintaining sound discipline within the school's agreed procedures
- to monitor the quality of teaching and learning within the department
- to ensure that curricular records are kept and reports written
- to ensure that Health and Safety issues are properly understood and procedures followed effectively and consistently
- to keep up to date with National developments and teaching practice and methodology
- to actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- to liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies
- to ensure that the development of ICT and Business are in line with national developments

Finance

- To make the department's annual budget, to monitor expenditure and keep an inventory of equipment, textbooks and all other resources
- To oversee the provision and maintenance of effective resources for learning textbooks, students' materials, equipment, rooms

Pastoral

- To be a Form Tutor



Curriculum

GCSE Business Studies follows the Edexcel Specification

ICT Level 2 follows the OCR National Specification

Education and Qualifications

- Degree or equivalent
- Qualified teacher status
- Recent and relevant leadership and management development

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An enhanced DBS disclosure is required for all posts.

Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.

