



JOB DESCRIPTION

Job Title:	Head of Computer Science and Digital Learning	Department:	Academic
Hours of Work:	Full time		
Responsible To:	Deputy Head (Academic)	Responsible For:	Teacher/s of Computer Science

Summary of Role:

This exciting opportunity will suit a well-qualified and dynamic teacher looking for whole school responsibilities alongside the leadership of the Computer Science department. The post-holder will have as their key focus the development and implementation of a strategic vision for Digital Learning and Innovation throughout the School and will work specifically on ensuring that Woldingham is at the forefront of girls' education. They will lead the inspiration and education of colleagues in introducing innovative technologies and their uses in order to enrich the students' learning experience through the advanced and intelligent use of digital tools.

Currently, each department promotes methods that fit their area. The postholder will take the lead on identifying new and emerging technologies and work to ensure that these are at the forefront of our educational provision and that there is a coherent and bold school-wide approach. We are proud that we have been awarded Microsoft Showcase School status in recognition of the good practice seen at the school.

At Woldingham we have exceptionally good computer facilities, with over 300 networked PCs distributed over the campus. We operate a BYOD policy, and all students use Microsoft tools such as Teams and OneNote to support their learning. There are two well-equipped dedicated computer suites with scanners, colour, A3 laser printers, interactive whiteboards, and projectors with full Wi-Fi coverage. In addition, there are smaller suites situated in many teaching areas and in the libraries. Additional resources include wireless device connection to our whiteboards, digital cameras, video recording facilities and a state-of-the-art music technology centre.

In pursuing the development of a digital strategy, we are aiming to:

- Fulfil our expectation of a bold, broad-minded and innovative curriculum
- Embed digital learning as a core part of the school's approach to T&L
- Ensure our students are digital citizens with the agility to flourish in today's society
- Invest in appropriate hardware, software, subscriptions and training to allow all stakeholders to embrace the school's digital strategy

Specific Responsibilities:

- To lead Woldingham's digital strategy, articulating and implementing the strategic vision of Digital Learning and Innovation
- Work with Microsoft to ensure our continued accreditation as a Microsoft Showcase School
- To review our current provision of digital learning
- To review our current provision of hardware, software and subscriptions
- To gather ideas and good practice from other schools
- To plan investment, infrastructure, training to support Woldingham's digital strategy
- To work closely with the Deputy Head (Academic), Assistant Head (Staff Development) and Heads of Department to secure an outstanding vision for the use of Digital Technology across the curriculum, and to ensure that technology sits at the forefront of our learning philosophy

- To evaluate and recommend new and emerging technologies and be a discerning advocate, capable of supporting other leaders across the schools to implement these within the curriculum
- To design a dynamic and evolving programme of training to support staff to be confident and fluent in the use of digital technologies and applications
- To promote, support and advise on the use of Educational Technology to enhance teaching and learning
- To contribute to the Teaching and Learning Committee and chair the e-Learning sub-committee
- To support the use of the school’s Microsoft Teams and the VLE platforms
- Undertake the specific responsibilities of a Head of Department

Computer Science is taught as a discrete compulsory subject in Years 7 – 8 and as an option in Year 9. In Year 10 girls can opt to study OCR Computer Science. Results in the department are excellent and students have achieved 100% A*-A at A Level in the last two years.

The department currently has two teaching members of staff; the successful applicant must be a good team player alongside their specific leadership responsibilities.

The successful applicant should have a broad understanding of new emerging technologies & computational theory and be committed to teaching all parts of the curriculum in an imaginative and innovative manner.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • Highly competent and experienced in the use of digital technology • Successful teaching experience with a track record of consistently enabling pupils to achieve high standards. • Someone who is able to teach from Key Stage 3 to A Level. • A clear understanding of recent developments in teaching and learning and an awareness of national educational developments. • A clear understanding of the principles of personalised learning, including G&T, SEND and EAL • Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management • Sufficient numeracy to interpret statistical data • The ability to show an interest in the welfare, happiness and professional development of those under your leadership. • The ability to blend firmness, patience and empathy when dealing with difficult individuals or situations • Fluent and accurate written and spoken English 	<ul style="list-style-type: none"> • Teaching experience across the full age range 11 – 18, up to and including A Level

Personal Behaviours	
<ul style="list-style-type: none"> • Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate • Energetic and dynamic, with the ability to promote new ideas and see projects through to completion • First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities • The ability to communicate effectively with a range of staff, pupils and parents. The ability to defuse potentially difficult communication problems • The ability to plan time effectively, organise oneself and balance strategic development with day-to-day events 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • An enthusiasm for the subject area and an ongoing interest in developments within it. A clear vision of how the department should develop over the next few years with the ability to communicate this to staff and pupils under your leadership • Able to operate at the heart of the school community • Committed to the Sacred Heart Values • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • A satisfactory Enhanced Disclosure from the DBS 	
Leadership and Management	
<ul style="list-style-type: none"> • Able to see through complex strategies from concept to conclusion • The ability to lead and manage people to work towards a common goal. • Willingness to foster an environment where colleagues can grow and fulfil their personal ambitions • Maintain and execute a short- and long-term vision for the department • Ownership and implementation of a short- and long-term vision for the department 	<ul style="list-style-type: none"> • Some experience of strategic planning or of curriculum evaluation