WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 3-18

Est. 1838

Job Description for Head of Computer Science

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Commencing	September 2022

Summary of the role

We are looking for a dynamic and well-qualified professional to lead our Computer Science department. This is an exciting opportunity for an inspiring leader to re-introduce teaching at A Level and to review our provision for younger pupils.

IGCSE results in 2021 were very strong, with all pupils gaining grade 7 or above.

Initially the Head of Department will teach all lessons in Key Stage 3 and 4. There will be no Year 11 teaching in the 2022-23 academic year which will result in a light teaching timetable for Computer Science; it will be an advantage if teaching in an additional subject can be offered.

The Department

Teachers at Walthamstow Hall get to know their pupils exceedingly well and foster positive working relationships with them. We aim to make the lessons interesting and enjoyable, using a range of teaching techniques, and to build confidence and resilience in the pupils.

In Years 10 and 11 pupils can choose to take the Cambridge International GCSE course as one of their subject options. There are 7 pupils in the current Year 11 although none studying the subject in Year 10.

In Key Stage 3 pupils are introduced to programming (currently using Python), database creation and querying. They also study the basics of computer networks, computer crime issues and cyber security. Pupils are alerted to the need for care when using computers.

All pupils are encouraged to work towards the Inspiring Digital Enterprise Award and to enter the annual UK Bebras Computational Thinking Challenge.

Lessons take place in our well-equipped and dedicated Computer Science suite. Set sizes are small, up to 11 in Key Stage 3, and there is an expectation for pupils to engage fully and enthusiastically.

Prior to the Covid pandemic, pupils were encouraged to attend a weekly Computer Science club with activities including 3D games programming, robot making and gadget prototyping. 'Digital Leaders' amongst our Year 10 and 11pupils were encouraged to inform and inspire their younger peers during these sessions.

The successful applicant:	- Will be suitably qualified to teach across Key Stages 3, 4 and 5. - Will have enthusiasm for Computer Science and an ability to communicate it to pupils at all levels. - Will have the ability to lead and work within a team. - Will be committed to their own and others' professional development.
Line Manager	Member of Senior Management

Responsibilities	In addition to fulfilling the role of a subject teacher, the Head of Department has the following additional responsibilities: - To contribute to the strategic direction and development of learning within the wide field of Computer Science. - To foster collaboration and close working with other departments, such as Science and Art & Design. - To create a positive climate and a shared understanding of the importance of Computer Science within the School, and of the short, medium and longer term plans for its development. - To identify and promote best practice within the Computer Science department.
Curriculum	- To inspire all pupils across all ages and aptitudes to develop their curiosity and understanding in Computer Science, in order to achieve their full potential in the subject. - To keep up-to-date with developments in Computer Science teaching, especially leading to changes in examination requirements. - To write and update programmes of study and Schemes of Work for all year groups. - To teach across all Key Stages of the Senior School.
Teaching and Learning	To ensure that the aims, objectives, curriculum coverage, teaching strategies, assessment and reporting procedures and risk assessments are kept up-to-date in the department's Handbook and Schemes of Work.

	- To ensure that each member of the department is clear about the department's teaching objectives and methods that will challenge each pupil and enable them to achieve their full potential. - To establish and implement policies and procedures for assessing, recording and reporting student progress and for relating this to previous performance and to potential, including those with particular needs, whether AGT or SEN. - To make effective use of data (including ALIS, MidYIS) to help in monitoring standards of learning and teaching and to identify under-performance of students as well as those who have high potential. - To observe lessons on a regular basis to evaluate the quality of teaching and to identify and promote good practice. - To identify and promote opportunities for students to develop their ICT skills and to become increasingly independent learners. - To liaise with pastoral heads, tutors and parents about student performance and matters of discipline.
Leading and managing staff	- To line-manage departmental staff and to make recommendations about their professional development. - To participate fully in appraisal/performance development procedures of teachers in the department, assisting them in personal target setting and in developing to the full their potential. - To take an active part in arrangements for recruiting, inducting and supporting new staff and in covering for absent staff. - To hold weekly department meetings, ensuring that minutes are kept and circulated, including to the Line Manager and Senior Management. - To liaise with Senior Management in all matters relating to teaching and learning and about developments within the department. - To promote a positive and purposeful culture and a thriving environment within the department. - To encourage all staff members to further the aims of the department as much as they are able. - To oversee and coordinate the teaching and learning of Computer Science at the School.
Resources and Equipment	- To encourage the use of ICT, by teachers and students, and to keep abreast of new technology that may enhance teaching and learning. - To provide online and paper resources for teachers and pupils, including worksheets, tests, videos, simulations, textbooks etc.

	• To bid for an annual budget from the School and to oversee expenditure. • To liaise with ICT staff, maintenance staff and others to ensure the smooth and safe running of the department.
Health and Safety	• To maintain a safe, pleasant and inspiring working environment in the Computer Science suite. • To update the department Handbook and Schemes of Work annually, so that risk assessments are adhered to.
Examinations	• To oversee the teaching, learning and recording of examination courses. • To prepare test papers and internal examinations. • To write and mark scholarship and entrance papers. • To introduce and prepare new examination courses as and when necessary.
Co-curricular activities	• To coordinate activities and displays for the two Open Days each year and the Sixth Form Open Evening. • To provide staffing at Computer Science support sessions. • To organise and accompany pupils on trips.

You may also be required to undertake any other comparable duties as the Headmistress requires from time to time.

Comments from current staff:

NQT: "I was completely struck by the extremely friendly, supportive and motivational atmosphere around the School during the interview process and just knew it was the right School for me."

Head of Department: "As soon as I joined Walthamstow Hall, eight years ago, I knew I had made the right choice. There is a quite exceptional sense of unity and mutual support amongst the staff. Everyone pulls together with common purpose, in an atmosphere of warmth and friendliness."

Head of Department: "I love the caring atmosphere where I feel that everyone is working as a team with the pupils' success and welfare at the forefront of their minds …. There is a great sense of camaraderie."

Employee benefits include:

- School fees remission for children of the post-holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements.
- Membership of the relevant School's Defined Contribution Pension Scheme (details available from the Bursar's Office)
- Refreshments/meals during term time working hours
- Cycle to Work Scheme
- Use of the School's Fitness Room and Swimming Pool (at allocated times)
- Free onsite parking
- Wellbeing package
- Ongoing training and development

Walthamstow Hall is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

Application Process

Applications will only be accepted on the School's Application Form. Candidates should:

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Miss Stephanie Ferro, detailing how your skills, knowledge and experience match the School's requirements for the post of Head of Computer Science.
- Email your letter and application to: jturner@whall.school

- Hard copies may be posted to:

  Jackie Turner
  HR and Compliance Manager
  Walthamstow Hall
  Holly Bush Lane
  Sevenoaks
  Kent TN13 3UL

The closing date for applications is 4pm on Thursday 10 February 2022.

Your application will be acknowledged by email and earlier applications are welcome.

Interviews will take place on Wednesday 23 February 2022.

The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.

References will be taken up before interviews.

January 2022