



# North Halifax Grammar School

**Required from September 2025**

**Head of Computer Science**

**1.0 FTE (permanent)**

**MPR/UPR - dependent on experience with a TLR2b for Head of Department**

**There is also potential for a Recruitment & Retention payment for the right candidate.**

The Academy is looking to appoint a passionate and well-qualified teacher of Computer Science across all Key Stages. The successful candidate will have the ability to lead the department to inspire, challenge and prepare students for the future in an ever-evolving digital world.

You will be encouraged to seek our new innovations and use them in your classrooms with an approach that works for you and your students.

All students study Computer Science for one hour a week at Key Stage 3. The department delivers OCR J277 GCSE Computer Science at Key Stage 4 and OCR H446 A-Level Computer Science at Key Stage 5

The department also offers a range of extra-curricular activities across all Key Stages.

The candidate must be:

- An inspirational teacher with a passion for Computer Science
- Creative and imaginative and willing to try new innovations in the classroom.
- A team player and a motivated leader.
- Driven in their relentless pursuit of the highest standards across the department and the school.
- Highly organised and meticulous.

We especially value the diversity of our school community and would encourage applications from across all sectors and backgrounds of the community we serve.

The expectations for a Head of Department and a personnel specification for the role can be found below.

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## **How to Apply**

Completed application forms should be emailed to [recruitment@nhgs.co.uk](mailto:recruitment@nhgs.co.uk)

If you have any queries regarding the role or the application process, please contact the Personnel Officer, Katie Morris on the above email or call 01422 244625.

**Closing date for applications:**

Early applications are recommended as interviews may be held for suitable candidates prior to the closing date.

The vacancy will close on successful appointment or on 25th April 2025 at 12 noon at the latest.



North Halifax Grammar School Academy Trust

## Head of Department - Job description

Responsibility Pay Range	TLR2b
Tenure	Permanent
Responsible to	Assistant Headteacher

### Main purpose of the role:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions document.
- Meet the expectations set out in the Teachers' Standards.
- Take specific responsibility and accountability for the day-to-day management and organisation of their department and subject.
- If appropriate, line manage and appraise any staff who report directly to them.
- Assist in the smooth running of the school at all times.

### In addition, the post holder will be responsible for:

#### Teaching and learning responsibility

- Use professional skills and judgements to provide strategic and practical leadership in their subject.
- Lead, manage and develop their subject, and provide guidance for other teachers, including training, support and advice to improve school practices.
- Improve standards within their subject across the school, with demonstrable changes for students outside of their own classroom or group of students.
- Provide strategic subject and key stage leadership, showing up-to-date knowledge of sector trends and developments.
- Review curriculum as required, highlighting areas where teaching can be broadened and attainment improved, and providing data to the Headteacher or others as required.
- Provide line management for teachers within your department/subject, providing feedback and additional support as needed.
- Be the voice for your department/subject, ensuring classroom teachers' experience and opinions are represented within the school, including dealing with any issues on a day-to-day basis.

#### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Work with others on curriculum and student development to secure co-ordinated outcomes.

- Ensure teaching and learning within your subject is aligned with school ethos, identifying any procedural issues and providing workable solutions.
- Managing relevant budgets and resources to achieve best value
- Lead by example, with the highest professional and personal standards and classroom management.
- Provide leadership within your department and ensure whole school values are represented and understood.

#### **Health, safety and discipline**

- Promote the safety and wellbeing of students.
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment.

#### **Professional development**

- Take part in the school's appraisal procedures.
- Take part in further training and development in order to improve own teaching.
- Where appropriate, take part in the appraisal and professional development of others.
- Take part in professional development within your subject, sharing ways to improve subject teaching with others.

#### **Communication**

- Communicate effectively with students, parents and carers.

#### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

#### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

This job description is not a comprehensive definition of the post. The list above is neither exhaustive nor prescriptive and duties may vary within this framework to ensure that the post holder's strengths and experience are used most effectively and to ensure that the academy is able to respond to changes in local and/or national priorities as necessary.

# NORTH HALIFAX GRAMMAR SCHOOL

## Head of Computer Science



ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Qualified Teacher Status.</li> <li>▪ A degree in Computer Science or other relevant subject.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Strong GCSE and A Level results across a wide range of subjects.</li> <li>▪ A good honours degree in Computer Science or other relevant subject.</li> </ul>	Application Form
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Evidence of successful teaching of Computer Science at GCSE and A Level in a permanent position.</li> <li>▪ Using strategies for raising achievement and achieving excellence.</li> <li>▪ Using new technologies to support learning and teaching.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of extra-curricular contribution.</li> <li>▪ A successful track record of preparing students for public exams, including at the highest grades.</li> <li>▪ Use of memory and metacognitive strategies in the classroom.</li> </ul>	Application Form Interview Reference
<b>SPECIALIST KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>▪ Of Computer Science at GCSE and A Level.</li> <li>▪ Of statutory frameworks and requirements for teaching the subject.</li> <li>▪ Awareness of links with other subjects at all levels.</li> <li>▪ Understanding of assessment and recording.</li> <li>▪ Safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Of curriculum development.</li> <li>• Of Computer Science specification.</li> </ul>	Application Form Interview
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>▪ A commitment to continuous professional development.</li> <li>▪ Safeguarding training.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of relevant in-service training.</li> </ul>	Application Form Interview
<b>CIRCUMSTANCES -PERSONAL</b>	<ul style="list-style-type: none"> <li>▪ Should allow attendance at evening meetings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of participation in educational visits, trips and enrichment activities.</li> </ul>	Application Form Interview Reference
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	<ul style="list-style-type: none"> <li>▪ Good communication skills.</li> <li>▪ Highly effective classroom management.</li> <li>▪ Efficient and effective organisation and administration.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective use of ICT and current applications.</li> <li>▪ Participation in effective performance management.</li> </ul>	Application Form Interview Reference

	<ul style="list-style-type: none"> <li>▪ Ability to plan ahead.</li> <li>▪ Ability to meet deadlines.</li> <li>▪ Ability to establish good working relationships with colleagues and students.</li> </ul>		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>▪ Enthusiasm for the subject.</li> <li>▪ Enthusiasm for teaching.</li> <li>▪ Care of pupils.</li> <li>▪ Awareness of and ability to cope with the wide range of student's ability and expectation.</li> <li>▪ Ability to take initiative and be flexible.</li> <li>▪ Willingness to accept delegated responsibility.</li> <li>▪ Ability to help maintain high standards in the department.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contribution to student development through additional activities.</li> <li>▪ Ability to manage discussions on sensitive issues objectively without allowing personal beliefs to shape the outcome.</li> </ul>	Application Form Interview Reference