

Job Description for the Post of **Course Director KS3 Computer Science and Business**

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

The Head through the Subject Leader of Computer Science and Business Department

Main Purpose of the Job

To assist the Subject Leader of Computer Science and Business in the leadership of the team and to play a key role in the development of the KS3 curriculum.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To lead the development of the Key Stage 3 curriculum schemes of work, resources and assessments.
3. To lead the teachers of Key Stage 3 classes to ensure that all students make good progress.
4. To assist in coordinating roles within the department, delegating tasks as appropriate and assisting in staff development, support and performance management.
5. To lead on the assessment of progress in the Key Stage 3 Computer Science and Business course and to implement strategies to address underachievement.
6. To assist in the deployment of resources of time, equipment and materials within the Department.
7. To undertake a teaching load and the general tasks as appropriate to all teaching staff.
8. To undertake other duties as required in line with the grade and responsibilities of the post.