

**Programme Area Leader for Computing and Digital Skills**

**Job Description**

## Main Purpose of Job

To support the Head of School in leading Computing and Digital Skills provision. To offer specialist support in the delivery and co-ordination of Computing and Digital Skills programmes.

**Leadership**

* To support the Head of School in leading the delivery of a high quality Computing and Digital Skills curriculum
* To be a role model within the school and contribute to a positive team ethos.
* To identify and respond to curriculum developments and requirements including national trends and initiatives
* To provide support, coaching and mentoring to other teaching staff.

**Teaching and Learning**

* To develop and implement teaching and learning strategies across A level, Vocational and HE programmes which ensure students are successful and progress in their studies
* To act as Lead IV for programmes as appropriate
* To promote student centred learning, ensuring all students have access to differentiated learning materials
* To promote stretch and challenge so all students reach their full potential.
* To identify and implement strategies to ensure that the student’s learning experience is of the highest standard
* To teach a number of hours as agreed with college management.

**Curriculum Management**

* To support the Head of School in implementing effective assessment and monitoring of progress, both classwork and homework, which ensures appropriate interventions are taken to support student achievement.
* To work with the Head of School to ensure that all necessary quality assurance and improvement activities takes place across the teaching team which promotes continuous improvement and meets external assessment requirements
* To co-ordinate all course reviews and work with the Head of School to produce self assessment reports
* To provide relevant, accurate and timely information on student progress and performance
* To monitor quality and diversity of the course materials and learning resources within the area.

**School of Computing and Digital Skills**

* To lead and be involved with the promotion of school courses and activities across the College and at external events, maintaining and forging links with relevant local partners
* To promote a range of stimulating enrichment and enhancement activities.

**Pastoral**

* To take an active role in the selection, induction and support of students
* To act as a personal tutor as required
* To promote and safeguard the welfare of all students
* To meet the individual needs of all students to ensure all have an equal chance of success whilst actively taking necessary steps to narrow the achievement gap of any groups of learners

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested.
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



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**Person Specification**

**Qualifications**

* Relevant professional qualification
* Teaching qualification
* Evidence of continuing professional development

**Knowledge/Experience**

* Significant and successful teaching experience in Computing with a proven record of success
* Experience of effective team working and promoting effective relationships between staff and students
* Ability to develop supportive working relationships with key stakeholders
* Knowledge of curriculum and assessment issues
* Detailed understanding of curriculum developments and national initiatives in Computing and Digital Skills
* Experience of quality assurance processes and procedures

Experience in C#, Python or Java programming languages, along with SQL

* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues

**Skills/Attributes**

* Leadership and inter-personal skills
* Ability to manage and resolve a range of situations in the best interests of the students
* Ability to contribute to the whole College experience
* Effective communicator
* Flexible approach
* Logical approach to problem solving
* Excellent IT, information management and reporting skills

**Additional Requirements**

* Willingness to work flexible hours

**Post Information**

* Reports to Head of School
* Salary – £37,077 - £46,938
* Full Time, Temporary for 18 months
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.