



FULHAM PREP SCHOOL

HEAD OF COMPUTING

With responsibility for all aspects of Computing teaching in the Prep School, the Head of Computing reports to the Director of Studies and will:

- establish, review regularly and revise where necessary the Computing syllabus for each year group in line with, but not restricted by, the National Curriculum
- establish and maintain files pertaining to the monitoring and assessment of all aspects of Computing teaching within the School
- meet regularly Department members:
 - to establish common, progressive and detailed schemes of work for each year group.
 - to monitor and to assess progress within each year group and of individuals.
 - to ensure that common aims, objectives and standards are established.
 - to communicate, where relevant, issues raised in Senior Management Team, Heads of Departments and Heads of Year meetings which affect the IT Department.
 - to discuss and agree methodology in order to ensure that effective ways of learning are implemented
 - to support them in the implementation of all aspects of their work
- establish cross-curricula themes, where possible, in discussion with other HODs
- as subject teacher, to attend parents' meetings to discuss children's progress

- to participate fully and share in the work of curriculum development within the School, including meetings
- Preparing children for computerised 11+ and 13+ examinations and Scholarship where relevant
- Attend Head of Department meetings as requested by the Director of Studies
- Monitoring and update pages on the school intranet on a regular basis
- Monitoring and updating Subject resources within School, within budget confines
- Submit the annual Department budget if requested by the Head/Director of Studies
- observe other member of staff within the IT department
- Mentoring NQT staff if requested by Director of Studies
- be responsible for IT curriculum monitoring each term
- be responsible for taking minutes of any formal department meetings
- Collating and updating subject Emergency File as and when necessary
- Co-ordinating a Subject Week in liaison with other department members as requested by the Head and Director of Studies
- to aid staff with their CPD in computer-science related topics.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head to reflect or anticipate changes in the job commensurate with the grade and job title.

The school operates its own pay scales and will offer salary commensurate with experience and the nature of this management role

Pension: The school will contribute up to a maximum of 5% of the employee's gross salary which must be matched by an equal contribution from the employee into a personal pension plan.

The school promotes CPD and actively encourages professional development

Fulham Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For this reason an enhanced DBS check of successful applicants is always obligatory.