



Academies Trust



Co-op Academy
Swinton

Second in Department – Computer Science, Creative Media & Enterprise

Job description

Salary/Grade Range:	MPS/UPS, £31,650 - £49,084 plus TLR 2a £3,391
Hours:	Full time
Location:	Co-op Academy Swinton
Reports to:	Head of Department & Associate Assistant Vice Principal

Purpose of Role:

- Ensure the highest possible standards are achieved in the Computer Science, Creative Media and Enterprise department and in the teaching of these subjects.
- To establish and promote a safe learning environment where students enjoy and achieve
- To contribute to the values and beliefs of the academy.
- Ensure individual student data is used to set appropriate attainment and progress targets for each cohort and target groups
- To lead, plan and coordinate a broad range of extracurricular activities and opportunities to showcase students work
- To raise student attainment at all levels, as evidenced by internal progress assessments and external examinations
- To monitor and support the overall progress and development of students
- To be proactive in developing and supporting primary links
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

Key Accountabilities (and specific duties/responsibilities):

Main Purpose

- To monitor the termly data drops for all years and analyse this for performance and GAPS.
- To produce lists for student interventions and ensure that staff are completing these.
- To lead the production of resources and sharing of ideas and practice which will improve attainment,

reduce GAPS and provide timely interventions for under-attaining students.

- To report on data, progress and performance to the Head of Department and faculty.
- To assist the Head of Department & Associate Assistant Vice Principal in maintaining and leading the Computer Science, Creative Media & Enterprise faculty.
- To attend and participate in meetings and training sessions and contribute to school decision-making and consultation procedures as required.
- The setting of aims and objectives for the department, monitoring and evaluating the achievement of these in line with the aims of the academy and the requirements of the curriculum.
- To allocate students in Years 7-11 to teaching sets and review placements on a termly basis in consultation with colleagues of the department, other faculties and the pastoral staff.
- To prepare sets/group lists and organising the methods for promotion/demotion between the sets, as necessary.
- The development and implementation of schemes of assessment and reporting to parents in line with the overall school policy and the secure maintenance of examples of students' work required to justify any internal assessments.
- The liaison with pre-11 and post 16 agencies/institutions regarding the continuity of the department's contribution to our students' education.
- To assist the Head of Department in the submission and checking of all entries to external examinations and to supervise the administration necessary for the operating examinations where necessary.
- Work with SLT & Teaching & Learning across the department.
- To act as Head of Department in the absence of the present permanent Head of Computer Science, Creative Media & Enterprise.

The Leadership of a Team

- Keeping the faculty abreast of developments within the subjects.
- Supervising and monitoring the work of colleagues in the faculty, ensuring that lesson content, teaching methods, monitoring and assessment procedures are in keeping with the departmental policy.
- The preparation, updating and distributing of schemes of work for the faculty staff with copies being given to the Senior Team. To ensure that work is set for classes of absent colleagues and the provision of support when needed by 'emergency' teachers (including supply teachers).
- The representation of the views of the faculty members and the reporting back from all areas of consultation.
- To be a key participant and leader in the Performance Management system for Computer Science, Creative Media & Enterprise staff

Staff Development

- To support the Head of Department and Associate Assistant Vice Principal in advising the Principal on

the appointment of staff to the faculty and to play an appropriate part in the interview procedure.

- The provision of support when needed to trainee teachers, newly qualified teachers and other colleagues.
- Concern for the development of newly qualified and trainee teachers.
- Encouraging in-service training, both school-based and out-of-school courses and through regular faculty meetings.
- To submit minutes of all faculty meetings to the Head of Department and SLT, within one week of a faculty meeting and to maintain accurate records of all faculty activities.
- Care for the personal development of all staff in the faculty, e.g. career development.

Resource Management

- To support the Head of Department and Associate Assistant Vice Principal in advising on levels of capitation required, allocate resources given within the faculty and monitor their use.
- Organise the efficient use of teaching space.
- Organise effective methods of stock control and to submit annually on request from the Principal details of all items with a value of £100 plus.
- The day-to-day monitoring of the teaching areas allocated to the faculty.
- To monitor the Health and Safety situation within the faculty and make referrals when appropriate and to produce an annual report on request from the Principal.
- To undertake any further duties reasonably requested by the Principal or Governors.
- To carry out the standard duties and responsibilities of any teacher in the Co-op Academy Swinton.
- To share in the corporate responsibility for the education and well-being of all students in accordance with the school policies.
- To develop effective relationships with students, parents, staff, governors and other members of the school community.
- To assist in the provision of support/revision/booster classes for students taking external examinations, module tests, controlled tests and course work.
- Keep up-to-date with new developments and initiatives in teaching.
- Incorporate and promote the use of literacy in the delivery of teaching.
- To be a form tutor and ensure that students have high standards of uniform, punctuality and attendance.

General

- Adhere to Teachers' Standards at all times.
- Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.

- Contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school.
- Take responsibility for their own professional development and duties in relation to school policies and practices.
- Establish effective relationships and communicate with other staff to support achievement and progress of students and other staff and set a good example through their presentation and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Carry out duties with full regard to Co-op Academy Swinton policies and procedures.
- Be aware of, and support, difference and ensure equal opportunities for all.
- To safeguard and promote the welfare of students.

Note

This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

All teachers are required to carry out the duties of a school teacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards. Teachers' performance will be assessed against the Teacher Standards as part of the appraisal process as relevant to their role in the Academy. The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions Document and should be read in conjunction with the job description for a classroom teacher.

Personal Attributes Required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I)
Qualifications <ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • A degree in a relevant subject • Permitted to work in the UK • Evidence of accredited CPD related to leadership 		(A)

<p>Experience</p> <ul style="list-style-type: none"> • Successfully teaching across the secondary age and ability using a variety and range of teaching and learning styles • Successfully teaching Computer Science, Creative Media & Enterprise in one or more UK state secondary schools at both Key Stages 3 and 4 as a qualified teacher • Using data to inform teaching • Understanding what outstanding teaching looks like 		(A) (I)
<p>Skills, Ability, Knowledge</p> <ul style="list-style-type: none"> • Excellent classroom practitioner with a real passion for the subject and an ability to communicate that passion • Strong interpersonal, written and oral communication skills • Good organisational skills • Ability to plan, organise and adapt • Excellent IT skills • Genuine passion and belief in the potential of every student • The ability to demonstrate unconditional positive regard towards young people • Commitment to the responsibility for and practices concerned with the safeguarding and promoting the welfare of young people. 		(A) (I)
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Enjoy working with children • The ability to build good relationships with children and adults • Patience • Flexibility and creativity • Resilient 		(A) (I)

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate children's and/or adults barred list check. A person who is included in the children's or adults barred list commits an offence if they engage in regulated activity from which they are barred.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships

May 2025