



**WELLINGTON COLLEGE
INTERNATIONAL
SHANGHAI**

POSITION: Head of Computer Science

Basic Information			
JOB TITLE	Head of Computer Science	DEPARTMENT	Academic
TO WHOM RESPONSIBLE	Director of Science and Technology		
MAIN PURPOSE	Head of Department (Y6-13)		

MAIN TASK:

Wellington College China schools are committed to safeguarding and promoting the welfare of children. Assessment and testing of applicants' suitability to work with children is an integral part of the selection process.

The College is looking to appoint an inspiring and innovative head of computer science to lead from years 6 to 13. The individual will work closely with the computing coordinator in years 1-5. The head of department will also have responsibility for computer science at IGCSE and IB. The department currently runs an integrated ICT, computer science and design curriculum for pupils from year 6 to year 9. In year 9 pupils may select the computer science pathway, and then again in year 11 it can be chosen for the IB Diploma. Computer science is a growing area of interest in the pupil body and a strategic focus for the College.

The department has consistently obtained excellent IGCSE and IB results and has developed a whole college curriculum incorporating ICT, programming and robotics to all years. The computer science team has specialist senior and prep school staff as well as a designated EdTech technician and IT systems support. The department is exceptionally well resourced with class sets of VR and AR goggles, a variety of new robotic equipment, 3D printers, as well as newly equipped computer suites.



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The head of department will lead this team in developing an inspiring all-through computer science curriculum and work alongside the Director of Science and Technology in the development of co-curricular activities, as well as the incorporation of new technologies in the wider school curriculum.

Experience of teaching computer science at IB or A Level is required.

KEY RESPONSIBILITIES:

- To report to the Director of Science and Technology on matters including assessment data, development of the Computer Science curriculum, and Health and Safety.
- To coordinate and develop the Computing and Computer Science curriculum and assessment practices (Years 6-13) and contribute to relevant areas of College policy making.
- To provide Senior School leaders with assessment data for the department at key points through the academic year.
- To identify pupils of concern, and gifted and talented pupils, collaborate with others to ensure appropriate provision, and report this information to the Director of Science and Technology.
- To promote, oversee and lead on Computer Science enrichment activities (e.g. CCAs, and special events) and intervention in conjunction with the Senior School policy.
- To ensure that marking is in line with whole school and departmental marking policies and to monitor the marking of staff within the department
- To advise the Director of Science and Technology on all matters connected with the delivery of Computer Science across the College and to liaise on resourcing, curriculum issues, exhibitions, whole school projects and CCAs.
- To lead the Computer Science department during the annual 'Science Week', regarding Computer Science -based CCAs.
- To promote and demonstrate an enthusiastic and committed approach to teaching within the department, with regular audits and quality assurance/control within your department.
- To produce and develop annual Computer Science Development Plans.
- To keep up to date with curriculum development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.



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- Take a lead role in the appraisal process of members of staff within the department.
 - Directly line manage those staff within the Computer Science department
 - To support new staff within the department, carry out necessary probation procedures in a timely and supportive manner, and identify opportunities for staff training and development
 - To identify and exploit opportunities for pupils to develop their appreciation of and engagement with the College's values, through their experience in Computer Science.
 - To establish and maintain the highest expectations of all pupils about their progress, engagement and appropriate use of the department's resources and facilities.
 - To demonstrate high standards of professionalism and pastoral care when interacting with pupils.
 - To make sure that the facilities are used in the most effective way to meet the needs of all pupils and of the College.
 - To support co-ordination and efficient use of the department's resources, giving support and guidance to relevant staff.
 - To advise the Director of Science and Technology as to where additional resourcing may be needed for Computer Science and carry out 3-year budgeting for the department according to College policy.
 - To ensure that all Health and Safety policies in Computer Science are adhered to and systems are implemented according to the Chinese and UK regulations and standards.

CORE RESPONSIBILITIES:

DIRECTED TIME: To ensure attendance in College between stipulated hours and to attend all meetings/functions deemed to be directed time.

PUNCTUALITY: To set high standards with regard to punctuality and to insist on the same from staff and pupils. To encourage good time-keeping amongst the pupils, monitor lateness within the class and provide remedies, both individual and general, to rectify its occurrence.



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COLLEGE RULES: To apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all pupils. To ensure that pupils know, understand and follow the College rules.

ABSENCE: To request approval from the Master, via the Head of the Senior School, for any absence from the College and to give notice to appropriate people, especially the Director of Science and Technology in good time. Wherever possible, to make medical appointments outside normal directed working time.

STANDARDS: To maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. To act always in a way that conforms to the College ethos and values, and is in the best interests of the students.

SAFETY: To emphasise the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the College and the curriculum. To communicate to the pupils that they must take a responsible attitude to equipment and materials with which they have been provided and that they will be disciplined and possibly charged for damage inflicted upon College property.

DRESS: To maintain smart and professional standards of appearance.

MONITORING: To monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression. To participate fully in the staff appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. To submit books, records or planning as required for monitoring by colleagues or the Head of Computer Science.



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ASSESSMENT: To assess regularly the pupils' work by means of formal and informal assessment, as directed by the Head of Computer Science, the Head of the Senior School and the Master. To communicate with the Head of Computer Science and Head of the Senior or school regarding any student whose progress or behaviour gives cause for concern.

COMMUNICATION WITH PARENTS: To communicate with parents on a regular basis, as directed by the Head of Computer Science, the Head of the Senior School and the Master. To attend parents' meetings as required and to provide accurate, honest information regarding the progress of individuals in computer science and ICT at these meetings. To report to the parents in the form of regular written reports, and when may be additionally required by the Master and the Head of the Senior School.

RECORD KEEPING: To maintain all the relevant College records, and ensure they are provided/delivered at the stipulated time. To keep all records relating to the pupils' academic progress, and to ensure that these records are shared with colleagues and are available for inspection by the Head of Computer Science, and the Master.

CURRICULUM POLICY: To be involved in developing, implementing and monitoring all College policies regarding computer science and ICT, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Computer Science.

DISPLAY: To ensure that the examples of pupils' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the department. To ensure that these displays are changed regularly.

CLASSROOM APPEARANCE: To ensure that the classroom and adjacent corridors etc. are kept suitably tidy for prospective parents, to welcome the latter into the classroom and be prepared to give a short explanation of lesson content and displays etc.



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DUTIES: To carry out duties in the Senior School as required and timetabled by the Head of the Senior School and the Master. This will include playtime supervision, lunchtime supervision and after-school supervision.

COVER: To provide cover for absent colleagues as and when deemed necessary by the Master.

STAFF DEVELOPMENT: To attend and participate fully in Wellington College Staff Development and INSET programmes. To attend staff meetings and briefings as and when required by the Master and the Head of Computer Science.

MANAGEMENT OF RESOURCES: To assist the Head of Computer Science with the management of resources.

COLLEGE DEVELOPMENT: To support the College development plan generally and in so far as it relates to computer science and ICT.

EXTRA-CURRICULAR ACTIVITIES: To play a full role in the weekly extra-curricular activities programme, with particular regard to music activities, under the management of the Head of Computer Science.

ASSEMBLIES: To make a significant contribution to College assemblies, particularly in the Senior School, and newsletters, and by so doing highlight the work carried out by pupils in the subject.

COLLEGE EVENTS: To contribute as fully as possible to the annual calendar of College events, with particular regard to music activities, under the management of the Head of Computer Science.