

# Head of Computer Science (Part-time)

Job Description



Queen Margaret's  
School for Girls

Escrick Park, York

# Queen Margaret's School for Girls

Established in 1901, QM is an independent boarding and day school for girls aged 11-18. You will find us in glorious parkland about six miles south of York. But we are much more than our surroundings, we are more than a school:

We're a home from home,  
A family of learning and belonging,  
In a truly inspirational setting.

We are somewhere each and every girl can thrive,  
Where they'll be happy and healthy,  
Grow their knowledge, skills and confidence,  
And make friends for life.

Somewhere that's the bedrock for success,  
Opens up opportunities and possibilities,  
Inspires them to forge their own future,  
And gets them ready for life, whatever their calling.

We nurture girls to fulfil their ambitions,  
To realise their potential,  
To become the best women they can be,  
And give them an amazing start in life.

Girls do so much better in single-sex education and here we see our pupils engaging enthusiastically in a range of activities - academic, sport, extracurricular and social. No airs and graces, no frills or make-up, just girls getting stuck in, and having fun while they do it. They achieve academically (outstandingly so), they come from a variety of backgrounds and, with an increasing emphasis on the level of support available, we are proud to continue making a QM education possible for an increasingly diverse range of girls. Our girls have homes in York, Ripon, Thirsk, Newcastle upon Tyne, Inverness, Hong Kong, Madrid, Frankfurt and Bangkok. Many girls board, not because they have to, but because they want to. The girls are the focus of life at QM and are at the heart of everything we do. It's this focus and an individualistic approach that allows our girls to carve their own path, and flourish as formidable, independent women.

## Working at QM

We employ around 170 staff, with over 60 teachers and the majority of staff live within 30-45 minutes of the school including York, Hull, Leeds and Harrogate. Staff involved in boarding live on site. We operate our own salary scale and all staff contribute to a pension scheme. During term time (in normal times) meals are provided when you are on duty. Working in a boarding school is an experience like no other. The sense of community is very strong and the opportunity to get to know both girls and staff is more apparent than would be the case in a day school. There are lessons on a Saturday morning and our term dates are shorter than schools in the state sector, although we adhere wherever possible to the half term dates of the local authorities in order to support our staff with children of school age.

Most girls stay at school after their lessons finish each day, either because they are boarders or because they are involved in activities. There are a variety of enrichment activities and clubs on offer including horse riding, tennis coaching plus clubs as diverse as debating, fashion, philosophy and swimming. We have extensive sports facilities and all girls play hockey, lacrosse, netball and rounders as well as an array of other sports. Day girls are able to stay until 19:30.

## Computer Science at QM

In Key Stage 4, we teach Computer Science as a creative subject that will engage learners with the modern world of computing and prepare them for many different routes, both in and outside the world of IT. Girls learn to think innovatively, analytically, logically and critically through studying this subject. We teach the OCR GCSE specification.

At A Level, girls also follow the OCR specification, learning to apply academic principles to real-world computerised systems. Girls will complete components on Computer Systems, Algorithms and Programming and a Programming Project. Our class sizes at all ages are small and we enjoy excellent IT facilities.

## Job Description

**Job Title:** Head of Computer Science

**Working Hours:** 0.7 FTE. The actual timetable will be discussed at interview and the preferences of the successful candidate will be taken into account.

The main duties of the role are outlined below, you may also be required to assume some pastoral responsibility in the role of Tutor and details of this role will be provided to you if this is the case.

### Key Responsibilities:

#### Teaching and Learning

- Plan lessons and sequences of lessons effectively in order to maximise the learning needs of pupils.
- Use information about pupils' prior attainment in order to set appropriate and challenging work.
- Provide targeted support for pupils who have special educational needs and/or for whom English is an Additional Language.
- Liaise with the Head of Learning Support as appropriate regarding pupils causing concern.
- Use a range of appropriate strategies for teaching and classroom management which engage pupils and stimulate intellectual curiosity through the use of effective questioning, clear presentation and good use of resources.
- Assist in the creation of new resources for all key stages, and assist in the updating of existing departmental resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching, and through positive and productive relationships.
- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Take part in various co-curricular classes, booster sessions and programmes of events throughout the school year.
- Assist in the organisation and smooth running of trips and visits.
- Be involved in the teaching, assessing and internal standardisation of GCSE and A Level courses.

### **Assessment, Recording and Reporting**

- Mark and monitor pupils' class work and homework in accordance with school and departmental policies.
- Encourage pupils to be involved in self- assessment.
- Record and report on pupils' progress as outlined in the school and departmental assessment policies.
- Produce written reports in line with school and departmental reporting policies.
- Meet school deadlines for recording and reporting.

### **Pastoral Care**

- Promote the wellbeing of pupils.
- Consult with Tutors and Senior Tutors regarding pupils causing concern.
- Undertake the role of Tutor as required, further details of this responsibility will be made available if this is the case.

### **Managing Your Own Professional Development**

- To take responsibility for your own professional development and to keep up to date with research and developments in the subject(s) you teach.
- To understand responsibilities in relation to school and departmental policies and practices, including understanding the school's vision and ethos.
- To improve teaching and pupils' learning through professional development activities.
- To participate in the Professional Development Review programme.

## **Person Specification**

### **Qualifications**

- Degree or equivalent in relevant subject.
- Qualified Teacher Status.

### **Experience**

- A record of successful teaching or teaching practice.
- Good working knowledge of the Computer Science National Curriculum.
- Understanding of current good practice in teaching and learning.
- Record of continuing professional development or comprehensive Career Entry Profile (NQTs).
- Experience in teaching A Level Computer Science is highly desirable.

### **Knowledge**

- To have a thorough, up-to-date knowledge of the subject area.
- To understand the assessment requirements of GCSE and A Level courses as applicable.
- To be proficient in Python and another high-level programming language.
- To be comfortable using the Linux operating system and Open Source software for the delivery of the GCSE and A Level curriculum.
- To be able to assist with the coordination and delivery of the A Level Programming Projects, and any associated documentation.

### **Skills and Abilities**

- A professional, welcoming and engaging style.
- ICT and data literate.
- A commitment to helping pupils realise their full potential.
- A willingness to participate in co-curricular activities.

## Other Requirements

- Flexible approach to working hours.
- To take part in CPD and appraisal.
- To undertake such other appropriate duties as may be deemed necessary by the Head.

## Benefits of Working at QM

- Outstanding setting in a rural location
- Friendly staff team
- Free meals during working hours
- Free onsite parking
- Small class sizes
- Occupational DC pension scheme with an employer contribution of currently 8.4%
- Death in Service benefit
- Free staff swimming sessions on site

## How to Apply

All applicants must complete the school's official application form, available via this link to our website <https://queenmargarets.com/careers>, providing a full career history and names and contact details for two referees. Completed application forms should be returned to: [recruitment@queenmargarets.com](mailto:recruitment@queenmargarets.com).

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service and will be asked to bring certain documents to interview to confirm their identity.

Candidates should be aware that, in compliance with statutory guidance, as part of the shortlisting process the school will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.