BRIGHTON COLLEGE
VIETNAM

Head of Computer Science - Job Description

SAFEGUARDING RESPONSIBILITIES

Brighton College is committed to safeguarding and promoting the welfare of our pupils and expects all employees to share this commitment. All applicants should read the College's Safeguarding and Child Protection Policy, which is available on our website, and are required to declare any information as requested on the application form. Applicants must be willing to undergo child protection screening, such as the International Child Protection Certificate (ICPC) if they are UK based/UK national or a police certificate from every country that they have worked in outside the UK, as well as written/verbal reference checks from previous employers and qualification verification checks.

THE DEPARTMENT

The Computer Science department currently consists of one Teacher and a Head of department. The department is committed to developing pupils' computational thinking, problem-solving skills and digital literacy, preparing them to thrive in an increasingly technology-driven world. Through an engaging and progressive curriculum, pupils develop an understanding of information and computation, explore how digital systems work, and apply their knowledge through programming and practical projects. As they progress, pupils deepen their understanding of computer systems, networks, databases and emerging technologies, while developing the analytical, creative and technical skills to tackle real-world challenges. The Department fosters curiosity, logical reasoning and innovation, while encouraging pupils to use technology responsibly and ethically and preparing them for further study and future careers in technology-related fields.

ROLE SPECIFICATION

As the Head of Computer Science, you will be an integral part of digital innovation in the College. You will play a key role in discussions around the use of AI throughout the College and be integral to decision-making processes. Whether contributing ideas for whole-college policies or simply demonstrating good practice, your expertise will be invaluable.

Collaboration between teachers is an integral part of daily life at BCVN so you will have many opportunities to see how others are using technology in their classrooms, as well as being able to share your own knowledge on the matter. Pupils at BCVN are involved in a variety of co-curricular activities in and out of college, one of which is robotics and the college has a wealth of computing resources, including Lego robotics kits.

This is a very exciting time in the College's development and offers an outstanding opportunity to work within a supportive and forward-thinking school and make a real impact.

Reports to: Deputy Head of Senior School (Academic)

DUTIES AND RESPONSIBILITIES

- To create and develop a positive team atmosphere
- To drive and be a role model for excellent standards of teaching and learning
- To introduce creative initiatives and drive collaborative projects to ensure that a varied and inspiring curriculum is maintained at all times to enable the children to explore the subject and develop in your department

- To ensure that all members of the department encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up
- To track and monitor the progress of all pupils across your department
- To work with your departmental team on matters of setting and individual pupil needs
- Oversee an annual update of all policies, handbooks and documentation in relation to the department including: staffing, curriculum plan, schemes of work, timetabling, job descriptions, budget, INSET, assessments, meetings, visits/visitors and risk assessments.
- To ensure Schemes of Work are in place and up-to-date
- To oversee examinations and assessments within the Department
- To take a lead in the future development of your department in the College
- To be responsible for the Department budget and the ordering of all equipment
- To be responsible for the Department's contributions to the College website, social media and publications as necessary
- To oversee and proofread reports
- To be responsible for your Departmental Development Plan and to contribute to the College's Self Evaluation and Development Plan
- To attend all meetings and INSET as required, attending and contributing to Heads of Department
- To run meetings, and arranging and leading regular Departmental meetings
- To keep abreast of the latest educational practices and philosophies, and developments within your subject area.
- To maintain close links and regular contact with the professional bodies with which your department holds membership
- To lead by example in all areas of school life and to be a powerful role model for colleagues as an outstanding practitioner

Teaching and Learning

- To encourage each pupil to reach their academic potential through enthusiastic and personalised teaching, tailored stretch and challenge, rigorous record keeping and follow up
- To be aware of, and comply with, all the College policies including those for marking and assessment, teaching and learning and reporting
- To develop and share schemes of work and resources, using in-house formats
- To assist with covering colleagues as required
- To attend all meetings and INSET as required
- To prepare, invigilate and assess, as required, internal and external tests and examinations
- To be a form/house tutor.
- To contribute to the co-curricular life of the College, supporting activities that enrich pupils' learning and wider school experience.

Pastoral

- To be aware of and act upon all policies regarding the safeguarding of children
- To work within a house structure as a Tutor in a specified year group
- To show an active interest in each child's personal and domestic circumstances, and to foster the personal and social development of each pupil in your care

- To actively promote the social, moral and cultural ethos of the College community
- To promote pride in the College among the pupil body through high standards of dress, behaviour and commitment
- To create an atmosphere of support by being aware of, and fully compliant with all the College Policies.
- To be familiar with all the College's policies on health and safety and be proactive in ensuring the safety of all members of the College community at all times
- To promote exemplary behaviour and a responsible attitude amongst all pupils at all times
- To be aware of and comply with the College's rewards and disciplinary policies, promoting exemplary behaviour and a responsible attitude amongst all pupils at all times
- To be aware of and act upon all policies regarding the safeguarding of children

Professional Responsibilities

- To promote pride in the College among the pupil body through high standards of dress behaviour and commitment
- To ensure that all communication is acted upon appropriately and in a timely manner
- To attend parents' evenings, assemblies, productions, sporting and other special school events during term time as the Head of College may from time to time require
- To be responsible for all College resources, particularly those in your care, reporting damage or loss to the appropriate authority within the College
- To contribute to the virtual learning environment, the website, social media and publications in support of your work
- To foster a close partnership with parents, initiating contact in appropriate circumstances and ensuring that there is a record of this
- To carry out any reasonable professional request made by the Head of College or member of the SLT and actively support the Co-Curricular Programme

PERSON SPECIFICATION

	Essential	Desirable	Assessment
A good Honours Degree (or equivalent)	X		Application form
A master's level qualification in education or your subject area		X	Application form
A certified teaching qualification (i.e. PGCE)	X		Application form
Experience teaching the IBDP courses in the subject applied for		X	Application form
A distinguished record of teaching	X		Application form
A strong record of professional development	X		Application form

A confident and competent user of IT in the classroom and for administrative purposes	X		Application form
Working knowledge of the National Curriculum, (I)GCSE and IBDP experience	X		Application form and Interview
Able to work successfully under pressure with excellent organisational skills	X		Application form and Interview
Experience of working as a tutor	X		Application form and Interview
Strong safeguarding instincts	X		Interview
A willingness to contribute to subject trips, activities and the co-curricular life of the College	X		Application form and Interview
Experience of working in an international setting		X	Application form
The ability to work collaboratively	X		Application form and Interview
Prior experience of managing a team		X	Application form and Interview
The ability to delegate fairly and effectively	X		Application form and Interview
An ability and willingness to develop staff within department team	X		Application form and Interview