West Kirby
Grammar School

Head of Computing

September 2025

TLR 2b

Contents

Head of Computing

Full-time or Part-time, Permanent. Required for September 2025.

The Governors of this exceptional Grammar School wish to appoint a well-qualified and enthusiastic Head of Computing for September 2025. This is a permanent post and will be considered on a full-time or part-time basis. The ability to teach Computing at both GCSE and A-level is essential. A strong degree in Computer Science or a closely related discipline is sought.

The Computing department at WKGS is a small and experienced team comprising the Head of Department and one part-time member of staff. We are seeking an inspiring individual to lead with energy and creativity, fostering a passion for computing, digital literacy, and technology across all key stages. The successful candidate will be excited by the opportunity to grow the department and ensure it supports the digital needs of all students. They will also be committed to encouraging girls into the tech sector and building an inclusive, diverse computing culture.

At GCSE, students follow the OCR Computer Science specification, delivered over a two-year KS4 programme. A-level students also follow the OCR specification and benefit from twelve 50-minute lessons per fortnight. Python is the primary programming language used across the department and WKGS is primarily a Microsoft school. In addition to excellent academic outcomes, the department leads a range of extracurricular initiatives designed to develop student interest in computing beyond the classroom, including a coding club, a Digital Leaders programme, contributions to the Robotics Club (run in collaboration with DT), and a popular annual House Bebras Computational Thinking competition.

West Kirby Grammar School is a very successful selective girls' school with a coeducational Sixth Form. There are approximately 1200 students on roll, and results are exceptional. In 2024, the Progress 8 score was +0.42, with 51% of results at grades 9–7 and 15% at grade 9. At A-level, 61% of grades were A* – B, with the average grade being a B.

Further information and an application form are available to download on the school's website (www.wkgs.org) or by contacting the School on 0151 632 3449. A completed application form and letter addressing the content of the person specification, no longer than two sides of A4, should be submitted to office@wkgs.net for the attention of Mr S. Clarke, Headteacher.

Closing date: Monday 19 May at 9am

Anticipated interview date: Wednesday 21 May

Mr S Clarke

Headteacher

Job title: Head of Computing

Reporting to: Deputy Headteacher

Grade: TLR 2b

General Management Duties

To provide successful leadership and management to build and maintain an effective teaching team which continually enhances the quality of education. This post includes management of Key Stage 3, GCSE, and A-level Computing, as well as the overall operation of the department.

Leadership

To inspire department members by personal example and hard work and effectively manage the teaching and support staff within the department.
To create a vision, sense of purpose and pride in the department.
To co-ordinate the production and maintenance of required department documentation and policies, and to implement, monitor and evaluate their impact.
To lead a culture that supports digital innovation and inclusivity, including promoting female representation in tech.
To maintain discipline in the department, including supporting staff during lessons when appropriate.
To play a major role as a middle leader in the development of all aspects of the school, including its policies and their implementation.
To develop and maintain effective methods of communication with department members, including SLT, other staff, students, parents, governors, external agencies and the wider community.
To identify and celebrate success for individual teachers and the department.
To ensure effective sharing of best practice and up-to-date pedagogy in Computing across the department.

Curricular/Departmental Development

To ensure that the Computing department delivers a curriculum that is in line with the whole school curriculum intent and enables all students to make maximum progress.
To undertake departmental evaluation and review within the school's evaluation cycle.
To develop comprehensive schemes of work to facilitate the effective delivery of the curriculum, incorporating emerging areas such as AI, cybersecurity and digital literacy.
To champion computing as an exciting and relevant subject that equips students with essential modern skills.

Liaison / Communication

To meet regularly with the department members to develop effective departmental management.

To oversee and monitor the accuracy of exam entries and dates and to work effectively with the Examinations Manager.

To act as the initial person for others to contact regarding all issues relating to the subject.

To liaise with other curriculum leaders to develop integrated schemes of work and interdisciplinary opportunities.

To inform staff about new developments and ideas related to the subject and the department.

To manage the provision of information to parents/carers and other staff about curricular choices, and choices of teaching groups for individual students and groups of students.

To provide helpful and accurate responses to parent/carer enquiries.

Professional Development

To promote professional learning and reflection across the department.

To support staff to engage with external and internal CPD, focusing on developments in computing education.

To have day-to-day responsibility for the monitoring, support and assessment of trainee (ITT) and Early Career Teachers (ECTs).

To identify development opportunities for staff within the department and through external agencies.

To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.

To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.

To personally keep up to date with developments and new ideas related to the subject.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Job title: Head of Computing

Reporting to: Deputy Headteacher

Grade: TLR 2b

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential   D: Desirable

1. Qualifications

Degree or equivalent in Computer Science or a closely related subject (E)

QTS (secondary phase) (E)

Further degree or related qualification (D)

2. Experience

Successful delivery of Computing at Advanced Level (E)

Experience in organising and leading extracurricular activities such as coding clubs or competitions (E)

Experience with interdisciplinary projects (D)

Experience of managing others' continued professional development (D)

3. Knowledge and Skills

Detailed knowledge of curriculum design and implementation (E)

Strong understanding of programming (Python in particular), AI, and cybersecurity (E)

Detailed knowledge and fluency of using Microsoft systems (E)

Ways to assess work over time and monitor this at a department level (E)

Excellent understanding of best pedagogical practice to ensure ambition and challenge for all (E)

Awareness of digital inclusion and strategies to engage girls in computing (E)

Knowledge of current trends and research in computing education (D)

4. Special Requirements

A belief in the potential of all students to perform at the highest level (E)

Empathy with students and colleagues (E)

Enhanced DBS clearance and identity checks (E)

Willingness to contribute to the wider life of the school (E)

Excellent references (E)

Professional approach to conduct, attendance, and dress (E)

West Kirby Grammar School is a vibrant and thriving girls grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: ad metam contendo - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.

Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Off-site working permitted during free and PPA time.

- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Access for all staff to self-referral Health & Wellbeing Support package
- Access for all staff to Positive Psychology Coach
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and learning walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.

MDCCCCXIII

AD METAM CONTENDO

West Kirby
Grammar School