



# **Head of Computing Science and Business Studies**

**With TLR 1A (£7699)**

**(Start date January or September 2019)**

**Information for Applicants**



# Weavers Academy

## Striving for Success, Focusing on Learning

Dear Applicant

Thank you for showing an interest in teaching at Weavers Academy. This is an exciting time for the school following the recent Ofsted inspection where leadership, teaching, outcomes, behaviour, personal development, welfare and post -16 programmes were all judged good.

In particular, we are absolutely delighted that inspectors noted that the culture of higher expectations had resulted in the rapid improvements seen in recent times.

However, we are not complacent.

We aspire to being a school of first choice for the community, a beacon of hope, a provider of not just a 'good' education, but a 'world class' one! We want our staff, students, families and governors to judge Weavers Academy to be an outstanding school and we want to have that externally verified by Ofsted when they next visit us.

Results at GCSE between 2016-2018 were in line with or close to national averages with progress being strong.

We are passionate about the classroom experience and this starts with getting the basics right every day: attendance, punctuality and attitudes to learning.

Our curriculum is designed to meet the diverse interests, aptitudes and needs of our students. Ambition is high. As a learning community we are constantly looking to challenge ourselves to achieve all that we can for our students and for our school.

We are looking to recruit a teacher of Business studies to lead the Business and IT learning area with experience at KS4 and KS5. There is also a full-time teacher of IT and a full-time teacher of i-Media.

If you feel that you have the relevant experience and skills together with the professional characteristics that will be needed to drive us forward in our pursuit of excellence we would like to hear from you.

Please submit your application form and a short supporting statement (no more than 2 sides of A4) outlining how you feel that you fit the requirements of the person specification which can be found on page 10 of this pack.

The application deadline is **Friday 16 November 2018 at midday. Interviews will be held the following week.**

Start date: January or September 2019.

Yours sincerely



Vivien Swaida  
**Principal**

The Creative Education Trust is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and Induction procedures extends to organisations and



# CET

## Creative Education Trust

The Creative Education Trust is a charity and social enterprise set up in 2011 with support from leaders in the creative industries, innovation- based businesses and education.

Their mission is to improve standards of education and skills for children and young people across the UK, equipping them to be successful adults in the competitive, globalised world of the future. The creative, problem solving, innovation and making skills used in design, engineering, high-tech manufacturing and architecture are at the heart of their approach to learning because these skills are at the heart of the UK economy of the future.

They are delivering their mission through exciting innovations in curriculum, teaching and learning which are driving educational improvement and developing students with modern employable skills in their growing number of primary and secondary academies across England.

Their ambition is to be among the very best providers of publicly-funded education in the country. They are achieving their aims through:

- ☐ Educational rigour
- ☐ Organisational effectiveness
- ☐ Financial efficiency
- ☐ Partnership and respect for local identity
- ☐ Respect for autonomous leadership
- ☐ Quality not quantity





# Business Studies and ICT at Weavers Academy

## ICT, Business Studies and Media Learning Area

Outcomes in 2016 have improved significantly. This success is attributed to the priority that we place on the quality of teaching, marking, feedback and assessment. The continuing professional development and training of staff working at the school has led to a tangible 'buzz' about learning which was noted by HMI recently. Students enjoy learning Business and ICT at Weavers Academy.

There are two large, air conditioned ICT suites within the learning area. There is also a third teaching room which can be used to teach non-ICT based Business Studies lessons or can be transformed into an ICT area through the deployment of laptops.

Extensive refurbishment of our ICT facilities this year has resulted in our computer suites being excellently appointed for teaching and learning. State of the art C-Touch interactive screens facilitate teaching whilst the range of software that is available for learners ensures progress is well supported.

Within ICT we run a Digital Leaders programme in conjunction with the national e-safety charity Childnet. As part of this, students are offered the opportunity to train as e-safety leaders within the school as well as gaining nationally recognised qualifications. These are fabulous for CVs and applications to Higher Education and University.

## ICT, Business Studies and iMedia Curriculum

ICT is taught as a discreet subject to Year 7 students with an emphasis on ICT life skills and computer programming. They learn all the basic skills they need across the curriculum, such as Word, Excel, PowerPoint, Internet Explorer, Outlook and search engine techniques. They also learn about different programming languages such as HTML and Scratch, creating their own animations and games.

At KS4 students follow the OCR Cambridge Nationals syllabus (GCSE equivalent), a mix of both exam and coursework modules. Students are examined on the basics of computer systems and must be able to demonstrate skills in office based software as well as the creation of dynamic and interactive products.

In Business Studies students explore the concepts of marketing, production and HR. Through their coursework, students learn about the recruitment process and how to set up and run their own business venture.

At KS5 we offer both ICT and Business. Both follow the OCR Cambridge Technical specifications - T-Levels" - which carry A-Level equivalency and UCAS points. Students respond well to the "pick and mix" nature of the units with Year 12 following the 2016 Suite whilst Year 13 students follow the 2012 Suite.



## Job Description

# Head of Computing Science and Business Studies

**With TLR1A (7,922)**

# Head of Computing Science and Business Studies

## Job Description

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks.

**JOB TITLE:** Head of Computing Science and Business Studies with TLR1A

**JOB PURPOSE :**

1. To contribute to raising standards of student attainment and to ensure outstanding progress.
2. To monitor and support the overall progress and development of students as a teacher/form tutor.
3. To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
4. To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
5. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

**RESPONSIBLE TO:** Assistant Principal

**SAFEGUARDING:** Every member of staff has a responsibility to be proactive in securing safeguarding for all students in line with School policies and procedures.

### **SPECIFIC RESPONSIBILITIES:**

#### **Strategic Planning:**

- To develop appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Learning Area.
- To lead and manage the Learning Area Raising Achievement Plan and its implementation.
- To contribute to the whole school's Raising Achievement Plan and its implementation.
- To plan and prepare courses and lessons.

#### **Curriculum Provision:**

- To assist the Assistant Principal and others to ensure that the curriculum area provides a range of teaching which helps deliver school improvement targets including those that relate to outcomes in ICT and Business Studies.

**Staffing:**

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Staff development – to continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the performance management review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To manage and co-ordinate the work of other staff where appropriate.

**Quality Assurance:**

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

**Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, information management systems etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

**Communications:**

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

**Marketing and Liaison:**

- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

### **Raising Standards: care, guidance and support for learning**

- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To liaise with Pastoral Leader to ensure the implementation of the school's Pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHCE and citizenship and enterprise according to school policy.
- To apply the Behaviour management systems so that effective learning can take place.

### **Teaching:**

- Must be able to teach Business Studies and IT at both KS4 and KS5.
- To teach, students according to their educational needs, including the setting and marking of work.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards or work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.



### **Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To take an equitable part in the cover system of the school according to policy and regulations.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



<b>SELECTION CRITERIA (no priority order)</b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>
Qualified Teacher Status/ Degree relevant to the subject	X		A, R
Must be able to teach Business Studies at KS4 and KS5.	X		IT, I, A
<b>Commitment to Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	
Motivation to work with children and young people	X		A, R
Commitment to, and belief in, the equal value of all students	X		I R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		A, R, I, LO
Ability to raise the self-esteem and expectations of children and young people	X		A, I, LO
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		A, R, LO
<b>Teaching and Learning</b>	<b>Essential</b>	<b>Desirable</b>	
Expertise in planning the progression of subject skills within individual and across sequences of lessons	X		IT, LO, I, R
Proven track record of outstanding Business and IT teaching including marking and assessment	X		A, R, I
Knowledge and understanding of the National Curriculum requirements in Business and IT	X		A, R, I, IT
Successful experience of teaching Business and IT at Key Stage 4 and KS5	X		A, R, I
Proven track record of outstanding outcomes	X		A, R, I
Proven track record of strong effective behaviour management strategies	X		A, R, LO
Excellent ICT skills	X		A, LO
<b>Interpersonal Skills</b>	<b>Essential</b>	<b>Desirable</b>	
Ability to communicate effectively and relate well to all stakeholders	X		A, R, I, LO
Willingness to contribute to extra-curricular activities	X		I, A, R
Ability to work as part of a team	X		A, R, I
<b>Personal Qualities / Skills</b>	<b>Essential</b>	<b>Desirable</b>	
Creativity, energy and enthusiasm with a 'can do' and 'will do' attitude	X		A, R, I, LO
Evidence of working effectively under pressure	X		A, R, LO
Leadership and Management	X		A, R, I
Relevant experience in managing others	X		A, R, I

Key:

A = Application

LO = Lesson observation

R = Reference

IT = In tray

I = Interview

# How to Apply

To apply for this position please complete a teaching staff application form, and a letter of application of no more than 2 sides of A4.

Please return them by email to [HRManager@weaversacademy.org.uk](mailto:HRManager@weaversacademy.org.uk) or by post to the HR Manager at Weavers Academy, Brickhill Road, Wellingborough, NN8 3JH. CVs are not accepted.

**Closing date: midday on Friday 16 November 2018 with interviews to be held the following week**

(Start date: January or September 2019).

The successful candidate will be subject to an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



**WEAVERS  
ACADEMY**

*Creative  
Education  
Trust*