



Preparatory School Head of Digital Learning and Computing From April 2019

Background

King's School, Rochester is a co-educational, independent school with 640 pupils between the ages of 3 and 18, including 60 boarders. King's is formed of a Nursery/Pre-Preparatory School, a Preparatory School and a Senior School. The Preparatory School provides for pupils between Years 4 and 8 and consists of 210 boys and girls. The size of the school creates a strongly supportive, friendly atmosphere with an emphasis on excellent academic results within a full and rounded co-curricular programme.

King's is the oldest choir school and the second oldest school in the UK. There has been unbroken education at King's since the establishment of a monastic school in 604AD. The name 'King's School' dates from the Reformation when Henry VIII appointed a Dean and Chapter, a full choral establishment and 'twenty scholars to be taught Grammar', together with a Headmaster and Undermaster of the Cathedral Grammar School. Since 1909, the Headmaster of the Senior School has been a member of the Headmasters' Conference (HMC). The school became an associate member of the Woodard Corporation in 2008 and is also a member of the Independent Association of Preparatory Schools (IAPS) and the Choir Schools' Association (CSA).

The school is situated in the most historic and beautiful part of Rochester, adjacent to the Cathedral and Castle. Rochester is 35 minutes from London on the high-speed rail link and enjoys excellent road connections to other parts of the country. While candidates need not be Anglicans, it is important that they should feel sympathy with the Christian tradition of the School and in particular its moral values.

The teaching of Computing at King's has developed at a considerable pace over several years and there has been significant investment into the ICT infrastructure. Children in Years 6 to 8 have their own iPad and there are iPads for use in Years 4 and 5. There is also a separate Computing Lab equipped with PCs running Windows. Digital Learning is embedded into all subject areas and staff have had, and continue to have, training to ensure that the use of digital technology is effective and truly enhances the learning of the children.

The position of Head of Digital Learning and Computing represents an exciting opportunity for someone with enthusiasm, drive and good management skills to lead the Digital Learning and



Computing curriculum and develop the effective use and implementation of Digital Technology throughout the Preparatory School. The successful candidate will demonstrate an enthusiasm for teaching and have the ability to inspire pupils. It is desirable that applicants hold the Apple Teacher qualification or the Apple Distinguished Educator qualification and if not, that they are willing to undertake relevant training. There is a programme of continuous professional development for staff in the use of digital technology throughout the school and the Head of Digital Learning and Computing will be expected to plan and conduct staff training sessions to further embed and develop the skills of staff. We will also offer opportunities to develop the successful candidates CPD.

The Head of Digital Learning and Computing is responsible for maintaining and updating all departmental curriculum documents, policies and schemes of work and takes responsibility for the development and profile of the department. They are also responsible for the digital safety programme, liaising closely with the Head of PSHEE. They will also be expected to manage and lead the 1-to-1 iPad deployment. They sit on the whole-school ICT Committee and contribute to the development and implementation of digital learning across the whole of King's. The appointed candidate will be expected to liaise effectively with the Head of Digital Learning and Computing of the Senior School.

In addition to the specific duties of the role, most colleagues act as a Form Tutor and full-time staff aim to balance their classroom teaching with games (sports), duties, activities and other responsibilities. A sense of commitment and good humour are essential.

This position offers an excellent opportunity for the right candidate to work in a wonderful environment in this leading Preparatory School.

Key areas of responsibility:

Pastoral

- Responsibility for the learning, development and well-being of pupils;
- Ensuring that children have a sound understanding of digital-safety and that the pupil/school ICT agreements and safeguarding policies are adhered to;
- Taking an active role in the spiritual, moral, social and cultural development of pupils;
- To act as a Form Tutor;
- To deliver PSHEE to a tutor group.



Leadership

- Working with staff and Heads of Department to map and develop the effective use of Digital Learning throughout the Preparatory School;
- Planning and conducting a programme of Digital Learning staff training sessions;
- Supporting staff in training and continuing professional development;
- Presenting assemblies as required;
- Overseeing the iPad purchase scheme for pupils and ensuring that the one-to-one devices work correctly and effectively both during term and before the academic year begins;
- Liaising with the Bursar for the implementation of a digital technology purchase scheme for Staff;
- Liaising with parents and enlisting their support where appropriate;
- Keep up-to-date with the latest apps and relevant software and ensure that this information is disseminated to the Executive Board, staff and pupils;
- Attend staff meetings including pre-term and in-service training, heads of department meetings, parents' evenings and school events as published in the termly calendar;
- To write reports in keeping with the school's reporting system and departmental policy;
- Actively engage in IAPS subject co-ordinators' meetings locally and establish links with similar schools for the effective sharing of good practice;
- Evaluating and monitoring mid-term assessments;
- Managing and adhering to the annual departmental budget.

Teaching and Learning

- The planning and delivery of the Computing scheme of work throughout the Preparatory School and ensuring consistent application of all academic policies;
- Creating a safe and stimulating learning environment;
- Managing and running the pupil 'Digital Genius' programme
- Ensuring that an interesting and relevant programme of study is followed and that high standards are achieved;
- Monitoring pupil progress, through academic target setting and monitoring within the subject, working closely with the Deputy Headmaster;
- To promote sound standards of punctuality, discipline and work within teaching groups, utilising the school sanctions and rewards system when necessary;
- Ensuring identification and provision of extension for the most able and support for the least able pupils;



- Embedding digital skills across the curriculum;
- Liaising with the Learning Support department;
- Organising other events and trips which develop interest in, and enjoyment of, the subject;
- Ensuring good classroom displays and, as required, displays around the school.

Whole School Responsibilities

- To assist in the promotion of the School's reputation and in marketing activities as required;
- To adhere to all school policies;
- To carry out any additional task reasonably required by the Headmaster or Principal.

Salary

The salary, which is pensionable under the Teachers Pensions Scheme will be on the King's salary scale (which is an enhanced version of that used in the maintained sector) according to qualifications and experience.

Child Protection

King's School, Rochester is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and a satisfactory enhanced DBS check.

Method of application

Applications with a completed Application Form, covering letter and CV (optional), should be sent as soon as possible to The Headmaster, King's Rochester Preparatory School, St Nicholas' House, King Edward Road, Rochester, Kent ME1 1UB, or by email to prep@kings-rochester.co.uk

The closing date for applications is Thursday 22nd November 2018.

Interviews will take place on Friday 30th November 2018.