

# NOTTING HILL PREPARATORY SCHOOL

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## Person Specification – Head of ICT and Computing

The successful candidate will be required to teach their subject to the year groups specified. He/she will have the vision, drive and creativity to take the department forward, raising teachers' and students' standards of achievement to the highest levels, through good teamwork, excellent management and inspirational leadership. He or she will be expected to communicate with parents and represent the welcoming ethos of the school. Attendance at staff meetings and other specified after-school events will form a part of the contractual hours of duty.

### Qualifications and experience

- BEd or PGCE/QTS or relevant degree in subject.
- Relevant recent professional and personal development that prepares the applicant for this post.

### Skills & Experience

- Experience monitoring and planning the Computing curriculum (Reception to Year 8) and is happy to support the Lower School staff with their curriculum, teaching and resources
- Proven ability as an effective ICT teacher, with experience of teaching Years 7 & 8 curriculum
- Experience administering an MIS (preferably PASS or 3Sys) – including setting up and maintaining assessments
- Experience administering a Learning Platform (including integration with an MIS)
- Experience maintaining a large school network
- Experience implementing iPads into schools and using a MDM
- Confidence and necessary experience to promote continued professional development for staff
- A passion for ICT and an enthusiasm for developing the infrastructure of the school
- Ability to run the School Coding Club
- Ability to communicate effectively with both staff and our technical support company,

### Personal attributes

- A commitment to promoting and safeguarding the welfare of children within the School and support of the School's policies and procedures.
- Suitability to work with children\*.
- Excellent interpersonal skills with the ability to build strong relationships at all levels.
- Adaptable to changing circumstances and new ideas.
- Firm but approachable and enjoys being highly visible to children and parents.
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence.
- Self motivated with a high level of organisational skills.
- Resilience and the ability to work well under pressure; ability to prioritise workload and manage time effectively.
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement.
- Passionate about delivering high quality education to children and their families.
- Personal concern and interest in welfare and development of children.
- Values diversity and the unique place and contribution every individual makes to the learning community.
- Demonstrate professionalism, loyalty, integrity and diplomacy when dealing with others.
- Sense of humour.
- A commitment to supporting the wider life of the school, such as after-school activities.

*\* The interview will also explore issues relating to safeguarding and promoting the welfare of children.*