

THE LATYMER SCHOOL



INFORMATION FOR CANDIDATES



COMPUTER SCIENCE LEAD TEACHER

LETTER FROM THE HEAD TEACHER



Dear Candidate,

I am delighted to write, as the Head teacher of The Latymer School, to thank you for your interest in the post of Computer Science Lead Teacher at our school.

The Latymer School is a high achieving, selective grammar school with a great tradition of success; we aim to provide a first class education for all our students. In 2016/17 our GCSE results were outstanding with 84% achieving an A*/A placing us in the top performing schools nationally for progress. At A level 60% of grades were A*/A and at AS 77% of grades were at grade A/B, again amazing results but we always feel we can do better. Our students go on to the top universities including a high number to Oxford or Cambridge and we are looking for someone who wants to work with and support bright and ambitious students.

We believe that an outstanding education develops students academically, socially and morally, giving them the skills to be successful in whatever they do once they have left us. We also feel it is important to develop students outside of the classroom and offer a wide range of extra-curricular activities and trips.

Our motto is 'who endeavours wins' and that sums up the ethos we wish to build within our school community; life is not always straight forward and we encourage our students to persist, to keep trying and then success will come.

We look forward to welcoming you to our community and look forward to receiving your application for the post. Further information can also be found on our website.

Maureen Cobbett
Head Teacher



INFORMATION ABOUT THE SCHOOL



We are a selective grammar school for boys and girls aged 11 to 18. We aim to provide a broad and stimulating educational experience with very high standards within the formal curriculum while believing that school life should be valued for itself and not only as a preparation for adulthood.

There is an outstanding musical tradition which leads to a wide range of music making, much of it of very high quality, mainly as an extra-curricular activity. Drama, sport and outdoor pursuits are also very strong. Our field centre in North Wales (Ysgol Latymer at Cwm Penmachno), owned by the Foundation, is used as a base for outdoor pursuits and field courses in Year 7 and Year 9 and all staff have the chance to accompany groups.

THE FOUNDATION

The Latymer Foundation at Edmonton dates from 1624, when Edward Latymer bequeathed certain property to trustees on condition that they were to clothe and educate eight poor boys living in the Ancient Parish of Edmonton. Other gifts were made to the trustees and the various charities were merged into one in the early part of the eighteenth century. The School takes its name from the principal benefactor. It became co-educational in 1910 and in that year moved from Church Street to its present site in Haselbury Road. In the intervening years the School has grown in numbers and its premises have been frequently extended and modernised.

THE CURRICULUM

Our aim is to enable each pupil to develop his or her talents and interests to the full while experiencing a broad and balanced curriculum throughout Years 7 - 11. The courses offered challenge pupils to develop insight and independence of thought through an active and problem solving approach which relates learning to the real world and values both sound learning and intellectual rigour. At GCSE students take 10 examination subjects.

In the Sixth Form pupils currently take 4 AS-levels in Year 12, some pupils will continue with 4 AS subjects to A-level but the majority will reduce to 3. The majority of Sixth Formers proceed to degree courses at Universities or to other forms of Higher Education in Music, Drama, Art and other areas. We have a tradition of students attending the top universities including Oxford and Cambridge.



INFORMATION ABOUT THE SCHOOL



PASTORAL CARE

Every teacher is a form tutor and stays with their form group for 5 years; tutors know their groups very well but they are also supported by a Year Head of Learning and an Assistant. We pride ourselves on the quality of care we give to our students. We recognise that being part of an academic grammar school can be challenging for students and we make sure we support those who may find the academic standard high but also we support those very bright and gifted children.

THE SCHOOL LIBRARY AND LEARNING RESOURCES CENTRE

The School Library is a vital resource for teaching throughout the school. Some 17,000 volumes (which are constantly reviewed, 'weeded' and replenished) are housed in the handsome setting of the Ashworth & War Memorial Libraries. There is a wide selection of periodicals, academic journals and magazines available for all students to use. We are proud of the number of students from all year groups who use the library throughout the whole day and the library plays an important role in the life and development of the school.

Computer facilities include three computer rooms for lessons and individual use, providing an excellent resource to supplement the teaching of the curriculum and to encourage students to conduct their own research. All staff are provided with a laptop and the school has a wireless network throughout. All classrooms are equipped with interactive whiteboards.



INFORMATION ABOUT THE SCHOOL



THE HOUSE SYSTEM

The House system is embedded in the traditions of the school and is one of its strengths. It provides the structure for much of the extra-curricular activity in the school. House loyalty is fostered by the House identity of the 6 Forms in each year (Ashworth, Dolbe, Keats, Lamb, Latymer, Wyatt). Staff are allocated to Houses and are Form Tutors to pupils in their own House. Much of the House activity is run by Senior Pupils, elected by their House, under the supervision of Senior House Staff. Tutors, and Year Heads, progress with their form from Year 7 to Year 11. Sixth Formers are in smaller pastoral groups with experienced tutors that help to support and guide them through the UCAS process.

YSGOL LATYMER OUTDOOR PURSUITS CENTRE

In 1966 The Foundation purchased a former primary school in the village of Cwm Penmachno, within the Snowdonia National Park. Since that time, the building has been developed into a comfortable and well equipped centre accommodating one standard form group (31) and accompanying staff. Each year every Year 7 and Year 9 pupil has the opportunity to spend a week at the centre, taking part in a variety of outdoor activities. These include hill walking, orienteering, mountain cycling, climbing, abseiling, horse riding, canoeing, kayaking, rafting and swimming. In addition, older students visit the centre for Outdoor Pursuits related to Duke of Edinburgh Award, GCSE AS and A Level PE and also to take part in the 'fourteen peaks' challenge. Both staff and pupils alike cite visits to the centre amongst their most enjoyable and memorable experiences of Latymer School life.



ICT DEPARTMENT

STAFFING AND ACCOMMODATION



Computing is supported by the technical ICT team who deliver excellent hardware, software and services to the school. We aim to enable both education and study, and to provide students with the skills and confidence to thrive in the rapidly changing technological landscape.

The ICT facilities are a strength of the school. We have four well-stocked computer rooms with modern computers and software facilities. Interactive whiteboards are installed in every classroom, and a laptop is provided to each teacher.

Students are encouraged to embrace new technology safely both in and out of school. A range of electronic teaching tools are used throughout the school including, tablets, interactive whiteboards, voting systems, visualisers, mobile classrooms, mobile devices and data-logging sensors. Software and hardware provision is reviewed periodically according to educational need. OFSTED rated our provision as “Outstanding” in the 2008 reduced tariff inspection which built on our “Excellent” rating which we had already received in the 2005 Full Inspection.



TEACHING AND THE ICT DEPARTMENT



KEY STAGE 3

Computing is delivered across three distinct strands within computing as identified by the Royal Society: Computer science (CS), information technology (IT) and digital literacy (DL). Each component is essential in preparing pupils to thrive in an increasingly digital world. Computer science is the scientific and practical study of computation: what can be computed, how to compute it, and how computation may be applied to the solution of problems. Information technology is concerned with how computers

and telecommunications equipment work, and how they may be applied to the storage, retrieval, transmission and manipulation of data. Digital literacy is the ability to effectively, responsibly, safely and critically navigate, evaluate and create digital artefacts using a range of digital technologies.



The school makes use of four fully stocked ICT suites, and the technical ICT team deliver excellent hardware, software and services to the department enabling a flexible and up-to date curriculum to be offered to the students. Students are engaged, interested and enjoy using technology across the school, and the ICT department is a crucial component of this well-rounded education.

KEY STAGE 4 AND KEY STAGE 5

We would like to develop the teaching of Computer Science outside the normal timetable initially and then, depending on demand and success, we may incorporate it into the Options process.

JOB DESCRIPTION



This job description outlines the main responsibilities that are common to all Lead teaching staff. Many have additional duties, such as those of Form teacher. The duties of teachers may be changed from time to time.

Strategic Direction and Development of the Subject

- To define and develop departmental policy, priorities and schemes of work regularly and to monitor their implementation, setting department targets as necessary, working within the aims of the school and in line with educational developments nationally.
- To keep abreast of examination specification changes and to attend appropriate examination board courses and moderation meetings. To liaise with the Examinations Officer as necessary over external examination entries.
- UCAS: To take responsibility for leading and guiding students who wish to apply for a degree in the subject. This includes advising students on university choices, guidance on writing personal statements, conducting mock interviews and writing an allocation of school references for applicants in the subject.

Information and Data Management

- To produce an annual examinations analysis and department review.
- To ensure that the members of the department fulfil the school's requirements for reporting to parents and that the school database is kept up to date.
- Use data effectively to identify students who are underachieving in the subject and create plans of action with target setting.

Teaching and Learning

- To ensure that the department is up to date with the implementation of school policies including SEN and gifted and talented.
- To ensure the development of students' literacy, numeracy and information communication technology skills through the subject where relevant
- To promote a high standard of teaching within the department, monitoring academic standards and ensuring with others that the pupils' learning is effective and continuous, enabling them to achieve the best results of which they are capable. This will include appropriate differentiation of the curriculum to meet the needs of all pupils and monitoring assessment, recording and reporting at all levels.
- To promote teaching and learning styles which stimulate pupil interest and involvement in learning.
- To ensure the learning environment reflects the subject area and high quality Teaching and Learning.

JOB DESCRIPTION



- To be aware of and play an appropriate part in implementation of all school policies, including the school rules and any regulations relating to safety.
- To contribute to the teaching of the subject.
- To participate with Heads of Department and other colleagues in the development of appropriate Specifications, materials and schemes of work.
- To prepare lessons and deliver the curriculum in a manner appropriate to the age and ability of the pupils concerned, following the agreed Specification or scheme of work.
- To keep up with developments in the subject area.
- To ensure good order prevails in the classroom so that learning can take place.
- To contribute to the department's system of assessment of pupils, including where applicable the setting, marking and moderation of coursework tasks, tests and examinations.
- To set and mark homework assignments in accordance with the published homework timetable and any agreed departmental procedure.
- To inform Line Manager on the Senior Leadership Team of any difficulties in any teaching group, e.g. pupils for whom the Specification is not sufficiently demanding or too demanding.
- To contribute to the school's and department's extra curricular programme either within the department or wider school.
- To keep records of books and other resources issued.
- To participate in the school's system of reporting on pupil progress and behaviour at appropriate times.
- To participate in appropriate meetings with colleagues and parents, including house meetings.
- To carry out a share of supervisory duties and cover arrangements in accordance with published rosters.
- To set and keep high standards of punctuality and courtesy and of appropriate dress for self and pupils.
- To attend assemblies and other formal occasions as required.
- To participate in the Performance Management strategy according to agreed procedures.

PERSON SPECIFICATION



We are seeking to appoint a graduate who is able to demonstrate the following qualities and experience:

Criteria	Essential	Desirable	Method of Assessment
Qualifications	DfES recognised Qualified Teacher Status and Honours Degree	Evidence of continuing professional development. Awareness of current syllabus development.	Application form and references
Commitment to Safeguarding Children	Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. Displays commitment to the protection and safeguarding of children and young people Values and respects the views and needs of children and young people		Application form, references and interview
Experience	Proven record as a teacher whose students reach high standards of learning and achievement. Able to enthuse, motivate and discipline students. Experience of teaching across the full age and ability range of an 11-18 school. Experience in the use of ICT in the classroom with the skill to impart that expertise to others.	Experience as a Form Tutor.	Application form, references and interview
Special Aptitudes	Ability to teach to KS3, GCSE and A Level. Commitment to improving student learning and raising achievement. Enthusiasm to inspire in students a desire to learn and participate.	Interest in innovation in the classroom including interactive whiteboard skills. Experience and understanding of helping high and low achievers.	Application form, references and interview

PERSON SPECIFICATION



Criteria	Essential	Desirable	Method of Assessment
Interpersonal Skills	<p>Good ICT, oral and written communication skills.</p> <p>Ability to work effectively as part of a team.</p> <p>Ability to work on own initiative.</p> <p>Ability to take responsibility for planning own workload and commitments.</p> <p>Ability to work under pressure and keep to deadlines.</p> <p>Ability to be sensitive to the needs of others.</p> <p>Ability to be supportive.</p> <p>Professionalism.</p> <p>Good record of attendance and punctuality.</p> <p>Willingness to reflect upon his/her experiences in a critical and constructive manner.</p>		<p>Application form, references and interview</p>



How To Apply For The Post



Please do visit our website to find out more about The Latymer School: www.latymer.co.uk

If, after reading the information you are interested in joining us please complete the Teaching Staff Application Form, together with a letter of application outlining:

- Your experience to date
- How this has prepared you for the role

Completed forms and letters should be returned to:

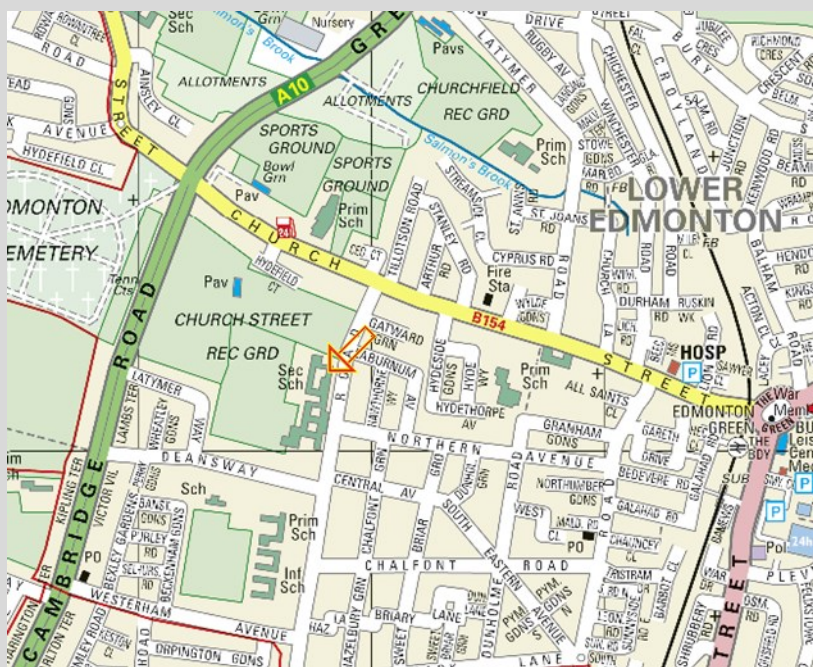
Mrs M Cobbett, Head teacher,

The Latymer School

Haselbury Road

London N9 9TN

Email: recruitment@latymer.co.uk



Closing date: 10am on Monday, 23rd April 2018