



St James School

Head of Computing

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23rd January 2018

Dear Applicant

Post of Head of Computing

Thank you for expressing an interest in this post. I hope that the enclosed information will encourage you to apply for it.

The closing date for applications is midday on Wednesday 7th February and we plan to hold interviews on Tuesday 20th February. Please ensure that we are able to contact your referees by phone.

Yours sincerely

A handwritten signature in black ink, appearing to read "Amy Grashoff".

Amy Grashoff
Headteacher



St James School Head of Computing (TLR2)

St James School is seeking to appoint a Head of Department for our high performing and aspirational Computing department from September 2018. This is a permanent post and you will be required to work across two schools within Ted Wragg Multi Academy Trust – St James School and Cranbrook Education Campus.

This is an exciting post that will offer you the chance to shape and deliver our Computing and iMedia curriculum and a growing department.

As Head of Computing, you will be an inspiring leader with the energy and creativity to motivate a team, lead by example and challenge students to achieve the best possible outcomes and develop a real love of Computing and iMedia.

The successful candidate will:

- Be an outstanding classroom practitioner with a track record of excellent outcomes
- Be a passionate and innovative advocate for Computing and iMedia
- Aspire to become a senior leader in the future
- Be totally committed to improving the life chances of young people

We want to be the best; we want to offer the best, we want our students to achieve their best. If you share our passion, vision and drive and are prepared to go that extra mile to support our students, then we would welcome your application.

Application forms and further information are available from our website:
www.stjamesexeter.co.uk or by email to recruitment@stjamesexeter.co.uk.

Closing date for applications: Midday on Wednesday 7th February

Interview Date: TBC

The Ted Wragg Multi Academy Trust is a values driven, rapidly growing 2 – 16 Trust with a relentless focus on transforming lives through learning by delivery outstanding outcomes for every pupil, regardless of background. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our pupils.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed.



Contextual Information about St James and Cranbrook Education Campus

St James is a thriving, diverse and proud community. As an inclusive and committed team we are positively and diligently raising standards. Our aim is for students to achieve excellent outcomes, move onto exciting post-16 activities and most importantly to gain a range of skills and experiences which enable them to be happy and successful in the future.

We are an 11-16 mixed comprehensive school of 840 students situated in the East of Exeter on a relatively new, purpose-built site which offers excellent facilities for all our departments.

We are a school with very high expectations of, and for, our students; only their best is good enough. We provide students with opportunities to shine through excellent teaching and innovative practice, a vibrant extra-curricular provision and a curriculum that challenges and inspires from the start of year 7 and is increasingly personalised as students move up through the school.

Our staff are incredibly committed and passionate about all that they do and are rewarded with bespoke CPD provision, in-house career progression opportunities and regular staff-wellbeing events. Ofsted judged us to be good in our last inspection in March 2015, but clearly acknowledged that our outcomes in Maths and English were Outstanding and that we were on a clear trajectory to achieve Outstanding in the near future.

Our 2016 results are the best in our history, with nearly 8 out of 10 students achieving at least a C in both English and Maths (77% – the 'Basics'), 71% achieving at least five A*-C GCSEs including English & Maths; and 43% achieving the E Baccalaureate. 50% of students achieved at least one A/A* and 20% of all grades were A/A*. These results saw us placed in the top ten schools in Devon as published in The Times on Friday 20 January 2017.

We are one of the highest performing schools in the area because we believe that students achieve excellent outcomes as a result of five years at a school where they are happy and engaged at all times; where they are challenged from day one and are consistently supported to be the best they can be.

The Governing Body:

The Local Governing Body operates with full delegated authority from the Ted Wragg Multi Academy Trust and is directly accountable to the Trust. The governors understand well their statutory duties to hold leaders to account as well as setting the strategic direction of the academy and ensuring the academy has a sound financial footing. Their commitment is absolute, believing in social justice they bring a rich background of experience beyond education. They are led by a chair determined for the academy to be a first choice for parents and where every child is given the opportunity to fulfil their potential.

Cranbrook Education Campus is a new 2 – 16 all through school situation in the new town of Cranbrook in East Devon. For more information please visit the website -

<https://www.cranbrookeducationcampus.org.uk/>



Ted Wragg Multi Academy Trust

Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about education in general, and in Exeter in particular, and about how education can transform young people's futures.

The Trust share Ted Wragg's passion for education and the difference it can make to social mobility, progression, self-esteem and ultimately success, in an increasingly competitive education and jobs market.

The Ted Wragg Multi-Academy Trust's ambition is to raise the aspirations of young people and enable them to become fulfilled, confident and motivated citizens, able to contribute actively to a democratic society. All students within the Ted Wragg Multi-Academy Trust, regardless of social or cultural background, are motivated to succeed and make outstanding progress because their needs are met through creative, relevant and innovative provision.

The Aims of the Trust are to:

- Work in genuine partnership to strengthen schools and their communities
- Foster a culture of positive challenge and continual school improvement.
- Provide a common sense of purpose with a focus on outstanding teaching and learning.
- Offer an excellent educational experience so that every student fulfils their potential.
- Encourage a rich, dynamic and purposeful range of learning opportunities for all students.
- Develop life-enhancing values so that students leave school with a sense of self-worth and determination to succeed.

The Ted Wragg Multi Academy Trust currently has four school members, Isca Academy, St James School, the Cranbrook Education Campus and Exwick Heights. West Exe School is currently in the process of joining. It has trustees from the University of Exeter and Exeter College as well as from local businesses.

The key aspect that makes this Trust exceptional is that with the 'Members' we have an inspirational progression route from an Outstanding Primary, through an Outstanding FE College, to a world-class University.

Website: <http://www.tedwraggtrust.co.uk>



The Computing Department

Computing is currently delivered to all of KS3 students and as an option at KS4 by an experienced and enthusiastic team of staff. Our results to date have been outstanding.

We believe that all students should be confident and competent users of digital equipment and be able to use it as a tool to support their studies in all areas of the curriculum.

Since 2006 St James School has been situated in new 'state of the art' buildings and benefits from three dedicated ICT suites. The school has a wireless environment with all staff having laptops with English, Mathematics and Science departments having a laptop trolleys to support learning. There are a large number of dedicated PCs to support cross-curricular developments around the school campus. The school uses the Microsoft Office 2013 suite, Adobe Creative Suite 5 including: Photoshop, Illustrator, Dreamweaver, Fireworks, Flash, Indesign and Premiere. In addition the department uses subject specific software (including Impero network management) and open source where appropriate. All students and staff have access to a VLE and have filtered Internet access through the South West Grid for Learning connection.

In Key Stage 3 students receive at least one hour of computing per week, where the curriculum is based around a range of digital literacy skills with a strong emphasis on programming . Currently all students in years 7 and 8 follow schemes that have been developed in house and cover a range of topics such as graphics, web design, computer game creation and text based programming . Progressing to key stage 4 in Year 9, students undertake their Key Stage 4 Computing curriculum, studying OCR GCSE Computing or the Cambridge Nationals certificate in iMedia.

The successful candidate will have the opportunity to work as part of an innovative, hardworking and highly professional team and will be provided with a range of professional opportunities to develop valuable new skills and knowledge in teaching, learning and technologies.

Miss Ruth Fray

Head of Computing

January 2018



Job Description

Job Title:	Head of Computing
Location:	St James School and Cranbrook Education Campus
Responsible To:	Deputy Headteacher
Salary Grade:	M1-M6/UPS1-3 plus TLR2

Key Purpose of Job

1. To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support positive student progress within the new Progress 8 measure.
2. To deliver a robust curriculum that challenges and supports student outcomes.
3. To support the delivery of excellent teaching within the department.
4. To seek excellence in every aspect of the department and act as an outstanding role model for members of the department in all aspects of work in school (teaching, professional conduct, meetings with parents/other agencies etc.)

Anticipated Outcomes of Post

1. Students, regardless of their social or cultural background, are motivated to succeed and make outstanding progress through creative, relevant and innovative teaching and learning.
2. To lead a cohesive and forward thinking team to deliver a learning environment and curriculum that is fit for future generations.

List key duties and accountabilities of the post

1. To lead the department towards outstanding by ensuring students make excellent progress and that they have a high quality and consistent experience across the department.
2. To be accountable for student progress and development within the subject area.
3. To develop and enhance the teaching practice of others so that all department members are continuing to be, or work towards being, outstanding classroom practitioners.
4. To challenge under-performance supportively and not accept excuses for poor practice/results (seeking support and advice from DHT when needed)
5. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department.
6. To enable all students (and especially students from vulnerable groups) to access a broader understanding of the subject through wider cultural experiences, work-related learning, political debate, local and national competitions etc.
7. To be accountable for leading, managing and developing the subject/curriculum area.
8. To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department and school development plan.
9. To raise the profile of the department across the school and raise students' aspirations within the subject.
10. To prepare students for the next step of their education at post-16.

Supervision / Line management responsibilities of the post

1. To work with the DHT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
2. To ensure that staff in the department are delivering consistently high quality lessons through formal lesson observations and informal learning walks.
3. To make appropriate arrangements for classes when staff are absent, ensuring that appropriate cover has been set, liaising with the cover supervisor/relevant staff to secure appropriate cover.
4. To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
5. To promote teamwork and to motivate staff to ensure effective working relations.
6. To participate in the school's ITT programme.
7. To be responsible for the day-to-day management of staff within the designated department.

Budgetary / Financial Responsibilities of the post

1. To organise and manage the department budget to ensure the efficient and effective use of all resources.

Working environment & conditions of the post

1. In support of the Trust's vision and ethos of shared teaching and learning, to improve educational outcomes for young people, the post may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

Other Duties

1. To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
2. To continue personal professional development as agreed.
3. To engage actively in the department's performance review (QAR) process.
4. To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
5. To undertake additional duties as required, commensurate with the level of the job.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Person Specification

	Essential / Desirable	Evidence
Qualifications and Experience:		
An appropriate, good honours degree (2:2 or higher)	E	A,C
QTS or equivalent	E	A,C
Evidence of further professional study	E	A, C
Recent and relevant teaching of good to outstanding lessons at Key Stages 3 and 4	E	A, C, R
A teaching experience of at least two years	E	A,R
A track record of excellent student progress demonstrated by examination outcomes	E	A,R
Evident of securing improvements in PE within a school environment	D	A, I, R
Curriculum and Knowledge:		
Wide knowledge and understanding of Computing.	E	A, I, R
Knowledge of current educational issues, an awareness of recent developments in the National Curriculum and changes in the Key Stage 4 curriculum	E	A, I, R
Ability to use data effectively to support student progress	E	A, I, R
Know and use a range of teaching and learning styles	E	A, I, R
Show an awareness of what constitutes outstanding pedagogy and practice	E	A, I, R
Understand changes to exams and whole school accountability measures	E	A, I, R
Skills and Attributes:		
Enthusiasm, drive and a love for the job	E	A, I, R
A passion for ensuring that all aspects of school life demonstrate integrity and respect	E	A, I, R
Commitment to a high profile presence in and around the school	E	A, I, R
A good sense of humour	E	A, I, R
Excellent communication skills, both verbal and written	E	A, I, R
An ability to organise, plan and prioritise time effectively	E	A, I, R
A willingness to challenge others to produce positive outcomes	E	A, R
Flexibility and adaptability	E	A, I, R
Be a role model and contribute to sharing high quality practice within the team	E	A, I, R

Key to Evidence:

A – Application Form & Letter

C - Certificates

I - Interview

R - Reference