



# Application pack for Head of Computing





September 2019

Dear Applicant,

This is a key time in the development of Shaftesbury School and we are looking for a Head of Computing to join our team.

We are delighted that we have been judged by Ofsted as being "Good" in all categories, with the inspectors expecting the school to be "Outstanding" at its next inspection. This is a very exciting time to be considering Shaftesbury School as your next teaching post.

As a school we have three words that describe our ethos, "Aspiration", "Action" and "Achievement" and all of these are underpinned by a positive "Attitude to Learning". The staff at our school are a dedicated and hard working group of people who are committed to getting the best from the students they teach.

Shaftesbury School is a great place to work with students of whom we are very proud. The students come from the town of Shaftesbury and the surrounding area. The school itself is set on the edge of the town, on the A350, close to the A303 and within easy commuting distance of the south coast of England, Bath, Salisbury, Yeovil or beyond.

As leaders recruiting staff is a great opportunity to develop our staff and we are keen to make sure that we get the very best person for the job. The interview process will be designed to help us achieve this. We are looking for someone with a real passion for their subject area, who can make a substantial and sustained contribution to the school and its pupils.

We look forward to reading your application and we will contact all applicants following shortlisting.

Yours sincerely

Tim Farrer  
Head Teacher

**Job Description**

<b>Post:</b>	<b>Head of Computing</b>
<b>Scale:</b>	<b>NQT/MPS/UPS plus TLR 2b - £4,443 pa</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Reports to:</b>	<b>Head Teacher</b>

**Main job purpose**

To be responsible for the teaching of students at KS3, KS4 and KS5 as directed by the Principal, being accountable for quality student learning and the expected standards of student attainment and achievement within designated subject/curriculum areas through a systematic focus on high quality and innovative teaching.

Provide opportunities for students to be involved in innovative ways of developing their understanding of science.

**Specific responsibilities related to the post****Line Management**

Meet regularly with the line manager to ensure clarity of understanding of a range of issues.

**Quality of Teaching**

**Plan and deliver high quality lessons in accordance with school, subject, and national curriculum/examination board requirements ensuring:**

- lessons are planned, prepared, resourced and delivered with a focus on high quality, imaginative and innovative teaching;
- planning and delivery which takes into account the needs of the individual students and includes appropriate differentiation and liaising with Teaching Assistants where appropriate;
- participation in subject team collaborative planning sessions, preparing lesson plans and schemes of work as agreed with the line manager;
- opportunities to further develop teaching skills;
- strategies and the use of new technologies are embraced.

**Quality of Learning**

**In delivering high quality lessons, systematically monitor, analyse and develop the quality of learning in the classroom by:**

- ensuring that lessons are focused on student learning, that students know what they will learn, how they can improve their learning and are given ample opportunity to demonstrate what they have learned;
- regularly marking, assessing and providing formative comments upon students' work as required within the school assessment policy;
- recording and monitoring student progress, holding accurate records and following school reporting and assessment tracking procedures as required;
- contributing to the pastoral work of the school as a Tutor;
- monitoring tutees' attendance and acting upon concerns as necessary;
- tutoring groups/individual students as required;
- consistently applying the school's Behaviour Policy to maximise student participation and engagement in lessons.

### **Student Achievement**

**To be accountable for the standards of students' achievement of groups taught and individual students within the groups by:**

- using baseline data and assessment records to evaluate the quality of achievement of individuals and/or teaching groups;
- maintaining on-going records of student progress and achievement;
- monitoring the achievement of students within the tutor group, setting agreed targets as required;
- meeting with individual line manager to agree challenging targets for individual students and teaching groups;
- providing evidence of student achievement and attainment as required;
- liaising with parents (by letter, phone, at consultation evenings, option evenings etc.,) to inform them of concerns, issues, praise, progress and achievements.

### **Resource Management**

**Manage the resourcing of lessons by:**

- researching, developing and sharing resources, ensuring adequate and strategic provision of learning materials to enhance teaching;
- working with colleagues in planning time to develop resources and advise line manager on resource requirements.

The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Principal.

**Other duties**

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Southern Academy Trust
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Employee Signature ..... Date.....

Employee Name .....

Please print