



Head of Computer Science and eLearning Lead



ST HELEN &
ST KATHARINE

Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra- and supra- curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in these endeavours, and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

Our work takes place on a beautifully developed and maintained campus and we are fortunate in the working environment we occupy. The stunning new Benedict Building has further enhanced the site and will provide more opportunities for both students and staff, as we develop for ourselves and in partnership with local schools, such as Abingdon School.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure. It is a great place to work.



Mrs Rebecca Dougall
Headmistress





The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.

In January 2023, St Helen's opened its brand new sixth form centre, the Benedict Building. The new building is a physical articulation of the School's vision for Sixth Form: to create an environment for students that will spark their intellectual spirit and imagination. It anticipates the design ethos of higher education, smoothing the transition from school to university. The building features nine spacious classrooms, a range of individual and group study spaces, a higher education library, a flexible lecture and performance hall, a café and a large common room.

The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





The subject and the role

We are looking for an inspiring, creative, energetic teacher with excellent subject knowledge in and enthusiasm for the academic discipline of computer science and for the positive use of digital technology. We want to appoint someone who will continue to foster an intellectual buzz around the subject, and who will drive and develop the extra and supra-curricular activity in digital technology. The successful candidate will be ambitious to see young women participating in the sector in Higher Education and employment and have strategies for promoting and delivering this.

For the right candidate, as eLearning Lead, this role will embrace new technology and support its deployment across the curriculum by both students and staff, provoking interest, fostering enthusiasm and instilling confidence.

The overall aim of the IT strategy at St Helen and St Katharine is to: deliver academic Computer Science in a way which creates confidence and strong academic outcomes; drive the growing use of technology to support learning across the curriculum; foster better communication, collaboration and creativity, and invest effectively in infrastructure in a way which actively supports learning.

In the last few years, the Computer Science department has grown its profile considerably. The subject is now established and popular at GCSE, while A level numbers have seen marked and pleasing growth. We are delighted to see it thriving and want this to continue and develop further.

The use of digital technology in support of wider learning has also seen significant growth since the end of the Covid-19 pandemic and return to face-to-face teaching. BYOD has become a requirement for 6th form students, and from September 2023 the School has rolled out a 1-to-1 iPad deployment to Year 9, which over the following three years will trickle up to cover all Middle School students. Staff adoption of a range of applications, most notably OneNote and the O365 suite, has been rapid, positive and purposeful, and students are adapting well and articulating the benefits they see to their learning.

The Head of Computer Science will be supported by an ongoing commitment from the School's leadership and continued investment in infrastructure, staffing and professional development.

The Head of Computer Science & eLearning Lead can expect to teach a timetable in the region of 23-25 periods out of a possible 40 periods per week (see Subject Details/Curriculum section for further information).

In addition to teaching, the post holder will also have pastoral responsibilities within their allocated year group. All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

The department

The Head of Computer Science is supported by one full-time member of staff and one part-time member who, typically, teaches Year 5 –Year 7. The Head of Computer Science has line management responsibility for teachers within the department.

Facilities

Across the curriculum there is already an ongoing drive for eLearning supported by the growing BYOD scheme; however, the School also continues to make a significant investment in infrastructure and specialist provision as part of a rolling service improvement plan.

There are two IT suites dedicated to teaching Computer Science and cross curricular work throughout the week. There are desktops and laptops widely available throughout the School, including in the Library and Lecture Theatre, and these are available to all departments for cross curricular IT.

IT services and support are delivered by an external provider, Classroom Technology Solutions, via an onsite Network Manager, IT Technician, and additional off-site remote technical resources.

There are specific IT resources in the art, DT, geography, Modern Languages, music, PE and science departments.

Subject Details/Curriculum

Computer Science is taught as a discrete subject in Years 7 to 9. In Years 7 and 9 students are taught one double period per week in form classes. Currently Year 8, students are taught in carousel groups, with either a double or a single period each term. GCSE Computer Science is taught as a four-period option, there are currently two Year 10 groups and two Year 11 groups. The A Level course is the OCR H446 specification and is taught across 8 periods a week. There is one set in the Lower Sixth and one in the Upper Sixth.

Computing is taught as a discrete subject to Years 5 and 6 by Junior Department staff and ongoing liaison regarding the curriculum will be required. ICT is also delivered across the curriculum through other subjects for all students from Year 5 to Upper Sixth and the School is keen to support this further.

Role details

Reporting to the Senior Deputy Head, the Head of Computer Science is responsible for academic standards and for the development of his/her subject throughout the School; for ensuring that the teaching is stimulating across the age and ability range and for fostering an enthusiastic atmosphere within the department. In addition to the duties of a teacher the specific responsibilities are:

Strategic planning and development

- Contribute to whole school policy-making and strategic planning as required by the Headmistress.
- Prepare, monitor and update annual departmental plans in consultation with colleagues.
- Take the lead in ensuring that school policies and strategies are embedded in schemes of work and departmental plans.
- To champion the use of digital technologies across the School curriculum and provide expertise and support for other departments in their effective use of technology for learning.
- To develop and lead a programme of student engagement and advocacy for digital technology and Computer Science, supported by the Digital Prefect and Form Leaders.
- To sit on the Online Safety Group, working with the Pastoral Deputy Head and the Head of Personal Development to contribute to planning and delivery of the school's Online Safety provision.
- To sit on the IT Steering Group, working with the Senior Deputy Head, Director of Finance and Operations and other senior stakeholders to advise on effective use of technology for learning.

Curriculum management

- Planning, implementing and reviewing the curriculum.
- Monitoring the department's standards of teaching and learning and students' progress.
- Ensuring that assessment is both regular and thorough and that full records are kept.
- Analysing student performance in school and public examinations and reporting on this to the Senior Deputy Head.
- Planning the future development of the subject within the school and writing the Departmental Development Plan.
- Ensuring the department is aware of national subject developments.
- Developing, implementing and reviewing the extracurricular programme offered by the department.
- Organisation of activities to extend and enrich students outside the formal curriculum e.g. visits, lectures, competitions.
- Ensuring that the departmental handbook and schemes of work are kept updated and reviewed regularly.
- Organising any setting or grouping arrangements within the department in conjunction with other Heads of Department and the Director of Studies, where appropriate.
- Organising examination entries in conjunction with the Examinations Officer.
- Acting as an advisor for those thinking of reading the subject at university.





Human resources

- Developing and training teaching staff within the department.
- Ensuring purposeful performance management systems are in place and delivered.
- Appraising the members of the department.
- Supervising trainee teachers and NQTs as appropriate.
- Organising the staffing allocation within the department in discussion with departmental staff.
- Contributing to the recruitment of new staff as required.
- Delegating tasks appropriately, offering opportunities for professional development as they occur.

Communication

- Representing the subject disciplines in all matters related to the curriculum at full staff meetings and at Heads of Department meetings.
- Holding regular departmental meetings to disseminate information, discuss policy and to plan and delegate departmental work.
- Providing the Senior Deputy Head and Headmistress with minutes of departmental meetings.
- Liaising with the Senior Deputy Head and the Pastoral Deputy Head; the Director of Finance and Operations on financial matters; the Director of Studies, the Heads of Section, the Head of Learning Support, other Heads of Department, parents and outside agencies as necessary.
- Contributing to discussions and decisions related to whole school policies.
- Organising the department's contribution to Open Day and the A Level Options Evening.

Finance

- Submitting a proposed annual budget, then keeping within the agreed budget and monitoring best value.
- Submitting investment bids annually for subject and/or facility development.

Physical resources and safety

- Ensuring the safety of students and staff within departmental areas and on visits arranged by the department, to fulfil the School's duty of care at all times.
- Ensuring that all resources are well maintained and available for use.
- Ensuring that the departmental area provides a stimulating environment.
- Ensuring that health and safety is a regular item on department meeting agendas and appropriate notification and action is taken.

Examinations and scholarships

- It is required that Heads of Department attend A level and I/GCSE results days in school.
- As appropriate by subject, Heads of Department organise all aspects of entrance examination papers and the scholarship process.

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

St Helen's is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Employment is subject to these checks.



The person

Skills/abilities

- Ability to motivate and inspire students across the age and ability range
- Strong leadership and management skills
- Ability to formulate and lead, dynamic short and long term development plans
- Ability to motivate and line manage a team of staff
- Ability to plan and implement change
- Ability to analyse situations and suggest strategies for improvement
- Excellent teaching and classroom management skills
- Effective communication skills – oral and written
- Effective IT skills
- Strong organisational skills

Knowledge

- Excellent subject and curriculum knowledge
- An awareness and understanding of the issues and current developments in teaching Computer Science in schools
- Experience of managing team members to get the best out of them
- An awareness and understanding of the opportunities and challenges for the wider use of digital technology in schools

Qualifications and experience

- A good honours or higher degree in a relevant discipline is essential
- Qualified teaching status is desirable
- Proven teaching experience at secondary level is essential
- Experience of teaching a Computing syllabus at (I)GCSE is essential and A level would be desirable
- Experience of leading and managing staff (even if not within a school dept setting) is essential
- Experience of budgeting/financial management and resource management is desirable

Personal Attributes

- Enthusiasm and passion for Computing and the ability to convey this to students
- Clear vision for the subject discipline at the School
- A willingness to lead and participate in trips
- A commitment to leading an extracurricular programme which meets the needs of all students
- A reflective practitioner; ability to self-appraise and manage continuous professional self-development
- A resilience to meet the challenges that arise during particularly busy periods of the term
- A commitment to safeguarding our students in line with the School's safeguarding policies

Salary and benefits

- Teachers are paid a salary that reflects their knowledge and experience. St Helen's offer competitive salary levels and has its own salary scale which offers scope for pay progression. In addition, this post carries a Head of Department management allowance of £5,153 per annum.
- This is a permanent full-time Head of Computer Science and eLearning Lead position to start in September 2024.
- Employees may join a staff Pension Scheme.
- Teachers are entitled to take the normal School holidays.
- The School currently operates a cycle to work scheme.
- Employees are entitled to free lunches when the kitchens are operating.
- There is free car parking on site.
- Employees may use the fully equipped gymnasium/sports facility on site.

The process

These job details should be read in conjunction with our Safeguarding policies, available within the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Dougall, Headmistress**, should be submitted via email (recruitment@shsk.org.uk) in the first instance and then sent to:

Human Resources Department
St Helen and St Katharine
Faringdon Road
Abingdon
Oxfordshire
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Monday 29 January 2024 at 9.00am**. Interviews will take place on **Thursday 1 or Friday 2 February 2024**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

We look forward to receiving your completed application.



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ST HELEN &
ST KATHARINE

Independent day school for girls aged 9–18
Faringdon Road, Abingdon, Oxfordshire OX14 1BE