



THE URSULINE ACADEMY ILFORD

A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood



MISSION STATEMENT:

*We are a Catholic community of faith, love and service
rooted in the spirit of St Angela.*

*Through Christ and the Gospel and in our diverse community
we strive to provide an environment for young women
to flourish spiritually, academically and socially.*

Together we are the Ursuline Academy Ilford.

Lead Practitioner – Computer Science

Subject Leader & Whole School Digital Strategy

September 2023





WELCOME FROM THE HEADTEACHER

The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone
Headteacher



THE URSULINE ACADEMY ILFORD

LEAD PRACTITIONER & SUBJECT LEADER - COMPUTER SCIENCE

Salary: Leadership Pay Range 5 – 9 (Outer London)

From: September 2023

This is an exciting opportunity to undertake a school-wide initiative and lead the school's digital strategy. We are in search of a remarkable Subject Leader for Computing & I.T. to take on the role of Lead Practitioner and spearhead the digital strategy of the school in the upcoming phase of its growth. Your primary responsibility will be to guarantee the delivery of a comprehensive, equitable, applicable, and diversified curriculum for students studying Computer Science, Computing & I.T. in line with the school's objectives and the curriculum guidelines set by the governing board and the Headteacher. The ability to teach Mathematics, Economics or Business Studies is desirable but not essential.

If successful you will take a leadership role in developing, implementing and evaluating policies and practice, which would include:

- Design a digital strategy for the next three years, advising the leadership team and governors on aspects of digital developments which support great teaching and learning;
- Work alongside the Business manager and the IT lead as part of the Digital Strategy Committee, leading on ensuring that the software and hardware infrastructure of the school is capable of supporting the digital vision;
- Work in conjunction with the IT lead to ensure that the IT strategy set by the school is effectively delivered;
- Proactively research methods of enhancing **Teaching and Learning** to ensure that the school is at the cutting edge of its field, staying abreast of developments within other schools and across the technology sector;
- Lead on research into digital teaching methods;
- Work with Heads of department and subject leaders to support them in the use of digital teaching methods in the classroom, advising on hardware and software to support educational outcomes;
- Provide regular staff training that is based upon the Digital Strategy ensuring that training is structured and progressive;
- Provide advice and guidance to all staff on training opportunities available to them.

HOW TO APPLY

Application Form is available to download from www.uai.org.uk/vacancies. Please submit a letter of application together with your application form, your letter should address the selection criteria and include your thoughts on what makes a good Subject Leader/Lead Practitioner.

Please return your completed application form via email to: applications@uai.org.uk

Visits can be arranged by appointment please contact our HR Officer for details.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview. The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

Please note we are unable to accept CVs.

Closing Date: Friday 21 April 2023

Interviews: w/c: Monday 24 April 2023



LEAD PRACTITIONER & SUBJECT LEADER - COMPUTER SCIENCE DUTIES AND RESPONSIBILITIES

ACCOUNTABLE TO: Senior Leadership Team
REPORTING TO: SLT Line manager
RESPONSIBLE FOR: Computer Science, Computing & IT + Whole School Digital Strategy
LIAISING WITH: Department, Teaching and Support Staff and others as required

MAIN PURPOSE

The subject leader will take lead responsibility for providing leadership and management for Computer Science and Information Technology to secure:

- High-quality teaching
- Effective use of resources
- Improved standards of learning and achievement for all

Strategic Direction	<ul style="list-style-type: none"> ➤ Develop and implement policies for Computer Science & IT in line with our school’s commitment to high-quality teaching and learning; ➤ Promote the subject, its importance, and the value that it brings across the school; ➤ Have a good understanding of how well the subject is being delivered and the impact it has on pupil achievement; ➤ Use this understanding to feed into the school development plan and produce an action plan for the subject; ➤ Promote pupils’ spiritual, moral, social, cultural, physical and mental development alongside British values in the teaching of the subject; ➤ Consult pupils, parents and staff about the subject and its effectiveness, and assess the feedback against the school’s values, visions and aims; ➤ Work with the Special Educational Needs Co-Ordinator (SENCO) to ensure the curriculum matches the needs of different pupils, such as disadvantaged pupils and those with Special Educational Needs and/or Disabilities (SEND); ➤ Promote careers education through the subject and ensure that teaching and learning illustrates how the subject might lead to career opportunities; ➤ Use additional staff in the subject area to ensure there is a framework for deployments and that teaching assistants are deployed effectively; ➤ Liaise with our feeder primary schools on the transition of the subject to secondary school to ensure that progression is built into the curriculum.
Leading the Curriculum	<ul style="list-style-type: none"> ➤ Develop and review regularly the vision, aims and purpose for the subject area ➤ Oversee the planning of the curriculum content, ensuring it is well sequenced to promote pupil progress ➤ Ensure the planned curriculum is effectively and consistently implemented across the school ➤ Make sure there is an effective system of assessment that oversees the progress of pupils to ensure the curriculum has a positive impact on pupils’ learning ➤ Have an overarching responsibility for pupils’ achievement and standards in the subject area

LEAD PRACTITIONER & SUBJECT LEADER - COMPUTER SCIENCE DUTIES AND RESPONSIBILITIES cont...



Leading and Managing Staff	<ul style="list-style-type: none"> ➤ Establish an effective team and hold regular meetings on the Computer Science and Information technology to keep staff informed on any developments or changes ➤ Provide support to staff regarding teaching and learning, resources, and planning in the subject area ➤ Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the subject area is being implemented and how well it is delivered across the school ➤ Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the subject area ➤ Coach and model team teaching ➤ Liaise effectively with exam boards to ensure that teachers understand and are familiar with the syllabuses that are being delivered ➤ Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises ➤ Take responsibility for performance management for your team, appraising staff in line with the school’s appraisal policy ➤ Contribute to timetabling and manage setting pupils into attainment groups
Efficient and effective deployment of resources	<ul style="list-style-type: none"> ➤ Provide support with textbooks and library books in your subject area ➤ Create a safe, welcoming environment and take care of the classroom accommodation, ensuring classroom displays are stimulating, of high quality, and inspire curiosity in pupils ➤ Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs ➤ Manage the subject budget effectively to ensure it is spent on resources that add value and enhance the learning experience ➤ Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to pupils learning from home if necessary

Other Areas of Responsibility

Safeguarding	<ul style="list-style-type: none"> ➤ Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies ➤ Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary ➤ Promote the safeguarding of all pupils in the school
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LEAD PRACTITIONER & SUBJECT LEADER - COMPUTER SCIENCE PERSON SPECIFICATION



The Person Specification shows the abilities and skills necessary to carry out the duties in the Job Description. You should indicate clearly how you meet these requirements with examples of impact when completing the Application Form and Supporting Statement.

Essential	Desirable
QUALIFICATIONS AND EXPERIENCE	
Qualified Teacher Status or Qualified Teacher Learning and Skills Status (QTS or QTLS)	
Record of excellent classroom practice	
Experience of successfully teaching pupils with a wide range of learning needs	
Ability to teach across all key stages in the subject/curriculum area	
Evidence of continuing programme of appropriate professional development	
Line management experience	
Demonstrable experience of successful line management and staff development	
PROFESSIONAL EXPERTISE AND OTHER PROFESSIONAL REQUIREMENTS	
Experience of successful collaboration, mentoring and modelling good practice	
Proven ability to self-motivate, use initiative and lead proactively to produce the best outcomes for pupils	
To possess excellent listening, written and oral communication skills, make presentations and to communicate effectively with pupils, parents and colleague	
Effective administration skills which are efficient and positive	
Record of participation in activities beyond own classroom designed to have impact on student progress either at subject of year/house level, such as organising extra-curricular activities or working for an examination board	
Commitment to the protection and safeguarding of children and young people	
TEACHING AND LEARNING	
The ability to create a safe and stimulating environment that contributes positively to teaching and learning	
The knowledge and skills to promote high standards of discipline and behaviour	
A proven ability in the use of information and communication technologies and of their application in management and education	
Be able to demonstrate enthusiasm and innovation in teaching practices, modelling for others when required	



SUBJECT LEADER - COMPUTER SCIENCE PERSON SPECIFICATION cont...

Ability to write quality curriculum plans and programmes of study for the short, medium and long term	
Ability to create resources for teaching and engaging students in their learning	
Good interpersonal skills	
Broad knowledge of the variety of courses and syllabuses on offer within the subject area	
Confident understanding of the role of assessment and AfL in securing pupil progress	
Extensive knowledge on matters concerning equality, inclusion and diversity in teaching	

The school is committed to recruitment for inclusion and diversity. The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS check.

