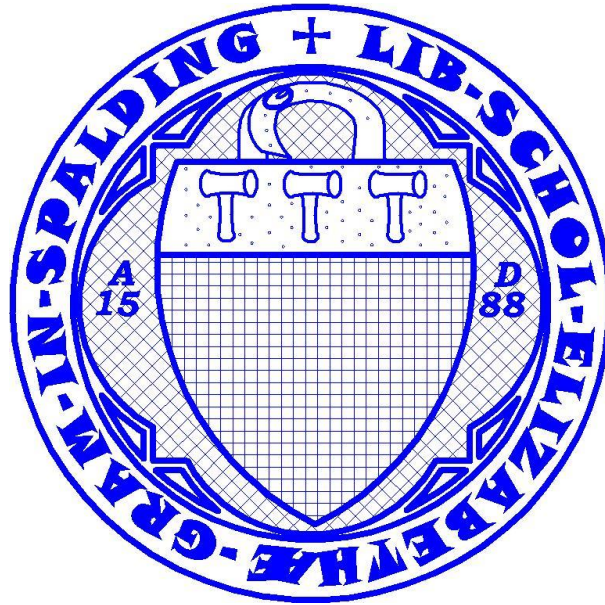


Spalding Grammar School



**Appointment to
the position of
Head of Department:
Computer Science and ICT**

September 2018

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GENERAL INFORMATION ABOUT THE SCHOOL

Founded in 1588 by Royal Charter, Spalding Grammar School was located within a part of Spalding Parish Church, called St Thomas's Chapel, until the 19th century. The School moved to its current site in 1881 and doubled in size when it amalgamated with Moulton Grammar School which closed in 1939. The School now occupies an enviable, spacious site, including 17 acres of Governor-owned playing fields, five minutes from the town centre. Teaching accommodation has been significantly improved and developed in the last twenty years, incorporating a large sports complex, a new English block and Library, a dedicated Business Centre, extended Sixth Form facilities and a multi-purpose Atrium. The School was awarded Academy status in 2013.

The School is academically selective and admits the top 25% of the population as determined by standardised verbal and non-verbal reasoning tests. There are generally five forms of entry with an admission number of 150 pupils. Pupils are taught mainly in mixed-ability groups throughout the School, although setting does operate in mathematics from Year 7, modern languages and science from Year 9, and English from Year 10.

There is a common curriculum for the first three years, in which pupils study the National Curriculum core and foundation subjects. Every student studies a modern foreign language as well as Latin. Pupils also engage in lessons in core physical education and PaCE (Personal and Careers Education).

At GCSE, the majority of pupils will take ten subjects, including three options. A modern foreign language is compulsory. Depending on ability, some pupils will take a second qualification in mathematics; others will take dual award science, rather than three separate disciplines. Pupils also engage in lessons in core physical education and PaCE.

The Sixth Form, which is coeducational, has grown in recent years and now attracts many students seeking to join us from other schools. At present there are over 270 students in the Sixth Form, of which approximately one quarter are female. Our curriculum model, in light of post-16 reform, is that all students take three A-level courses, alongside an enrichment elective in Year 12.

The School aims to develop individuals, both personally and academically, and has thus implemented a vertical form system which allows all year groups to come together each day and support each other through a variety of structured activities such as mentoring, personal study, presentations and debating sessions. Evidence suggests that this system is having a positive impact on both lower and upper school students; it helps to develop constructive personal relationships, the ability to co-operate and work with others and the capacity to face the challenges of the wider world. All teachers, as well as some members of the support staff, carry out the role of Vertical Form Tutor within one of the School's six Houses.

A large part of what goes on at the School happens outside the classroom. The School's main sports are Rugby, Football, Hockey, Athletics and Cricket, but numerous other options are available. The School competes very successfully with many other schools in the county and beyond. We have staged a variety of dramatic productions over the years, and several school bands/choirs play frequently at local venues in addition to tours abroad. Many students are involved in the Duke of Edinburgh Award Scheme and are developed through the challenges and opportunities that this affords. We also offer a skiing trip each year, exchanges and work experience activities in France and Germany, as well as several other foreign visits.

The School's principal aim is to ensure that all students and staff have every opportunity to attain their potential intellectually, socially and personally. Relationships between staff and students of all ages are exemplary, and there is a friendly and orderly atmosphere which, in combination with a stimulating academic environment, develops the qualities that lead to successful examination results.

Staff have the use of a modern staff room, complete with catering and reprographic facilities. Many staff who join the School speak of the warmth with which they have been received and they consider it a very friendly place to work. Continuing Professional Development for the staff, under the guidance of a dedicated Staff Tutor, is of paramount importance and there are many opportunities for individuals to both develop their practice and advance their career. The teaching and learning environment is supported by a dedicated team of support staff who work in harmony with the teaching staff to create a mutually supportive work place.

The School operates as a cohesive community. The Parents' Association is very strong; it enriches the life of the School through a wide variety of events, as well as raising in excess of £20,000 for the School each year. Support for charities and community projects is also very positive, with about £10,000 raised each year. The Governing Body is also highly supportive of the School and its members are often a visible presence around the place.

Located in South Holland, Spalding is a pleasant market town in a largely rural area within easy reach of Peterborough and the A1. The people are very friendly and the pace of life is relaxed. There is a local entertainment venue, the South Holland Centre, in the town which provides a variety of live entertainment. House prices compare very favourably with those in most other parts of the country and there are a number of primary schools within the local area which provide for all abilities and faiths. The town is also served by our sister grammar school (Spalding High School) and a comprehensive school.

THE COMPUTER SCIENCE AND ICT DEPARTMENT

The Computer Science and ICT Department is a popular department: approximately 75% of Year 9 students choose to study either subject at GCSE. There are 105 students in the current Year 11 taking ICT or Computer Science. In Year 10 we only deliver the Computer Science qualification and have three groups totalling 53 students. Student take-up at A Level is equally strong: there are students studying ICT in Years 12 and 13 alongside our first cohort of Year 12 students following the Computer Science qualification.

The department is also successful in the results it secures: in 2017 students achieved; 38% A*-A and 87.5% A*-C at Computer Science GCSE; 48% A*-A and 93% A*-C at ICT GCSE; and A-Level ICT students achieved 56.3% A*-B and 100% A*-E.

Students are taught in two purpose-built, recently refurbished (August 2015) suites. The department team is made up of two full-time specialist teachers.

In Years 7 - 9 and at GCSE students are taught Computer Science. From September 2017 both ICT and Computer Studies are offered at A Level.

The new Head of Department will need to review and implement decisions about future curriculum choices: we have a new Computer Science course at A Level coming to the end of its first year and, as we are confident ICT remains an important option in the Sixth Form, we have a new Level 3 ICT course for our students. They will need to review the KS3 curriculum to ensure that our students are ready for progression onto examination courses but also to prepare them for the ever changing world of technology beyond the school gates.

JOB DESCRIPTION

Salary:

SGS Pay Range (£22,917 - £39,017, depending on experience) + TLR B (£4,782)

Accountable to:

Assistant Head

Responsible for:

The leadership and management of the Computer Science and ICT Department

Specific Responsibilities:

We seek to appoint a dynamic and inspiring Head of Computer Science and ICT. The successful applicant will be a well-qualified, experienced, outstanding, specialist teacher committed to achieving high standards, from both students and staff, and developing each student to achieve his/her potential.

- a) Curriculum Provision: you will be responsible for making provision for all students in Key Stage 3, for those students who choose ICT or Computer Science at GCSE and A Level.
- b) Curriculum Development: you will be responsible for developing new curriculum pathways to provide continuity in learning and in response to changes in ICT and Computer Science at local or national level.
- c) Teaching and Learning: you will lead, develop and implement a varied and effective range of teaching strategies that promote the highest standards of students' learning within the department.
- d) Assessment: you will be responsible for ensuring robust assessment strategies are implemented and reliable data is reported as required by the Senior Leadership Team.
- e) Department Self-Evaluation: you will regularly evaluate students' progress within your department as part of the whole-school evaluation process.
- f) Teaching staff development: to ensure your specialist teachers extend their professional practice and non-specialist teachers are fully prepared and equipped for their teaching commitments within your department. You will line-manage members of your department team through the Appraisal process.
- g) Facilities: you will ensure the specialist teaching rooms are attractive and well-kept to create a safe and stimulating learning environment.
- h) Appointments: as required you will contribute to the process of appointing new teachers in your department team.
- i) Primary Liaison: you will be responsible for building good relations with teachers and pupils in our feeder Primary Schools. Primary school teachers often request additional support in delivering ICT and Computer Science.
- j) Budget: to write and manage your department budget in liaison with the Business Manager.

As a Middle Leader within the school you will have access to leadership training and will be expected to contribute to Middle Leaders' discussions.

We take great pride in this school in our outstanding care for all students. You will be a Form Tutor leading a vertical tutor group of students aged 11 – 18 years; as such you will be each student's guide at their side.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Good Honours degree • Qualified Teacher Status 	<ul style="list-style-type: none"> • Additional qualifications to extend knowledge and skills in ICT and Computer Science 	<ul style="list-style-type: none"> • Application Form
Professional Experience	<ul style="list-style-type: none"> • Dynamic teacher with understanding and enthusiasm for ICT and Computer Science • Experience of enabling students to achieve up to and including A Level • Potential to grow into Middle Leadership • Knowledge of current educational developments in ICT and Computer Science 	<ul style="list-style-type: none"> • Experience of successful Middle Leadership. 	<ul style="list-style-type: none"> • Application Form • Interview process • References
Vision and Leadership	<ul style="list-style-type: none"> • Potential to lead, motivate, challenge and inspire staff and students in ICT and Computer Science • Potential to build a cohesive and flexible team of teachers in ICT and Computer Science • Potential to evaluate the ICT and Computer Science department's strengths and weaknesses, to initiate and successfully implement change for improvement • Readiness to contribute to whole school developments as a Middle Leader 	<ul style="list-style-type: none"> • Proven ability to lead and manage staff and students; to build an effective team; and to evaluate departmental strengths and weaknesses, then implement an effective Action Plan for improvement • Experience of contributing to whole school developments as a Middle Leader 	<ul style="list-style-type: none"> • Application Form • Interview process • References
Leading Teaching and Learning	<ul style="list-style-type: none"> • Commitment to personal and professional development of all staff within the department, both specialist and non-specialist. • Commitment to promote teaching strategies that enhance learning for all students in ICT and Computer Science. • Potential to use data to support learning, set targets and monitor and evaluate performance • Success in raising student achievement through review, evaluation and intervention 	<ul style="list-style-type: none"> • Experience in using SISRA to track and monitors student progress 	<ul style="list-style-type: none"> • Application Form • Interview process • References

Managing the ICT and Computer Studies Department	<ul style="list-style-type: none"> • Potential to manage the quality of teaching and learning within the department through clear QA processes • Potential to manage Appraisal and continuing professional development of members of the department, including induction of new members of staff • Potential to enhance the quality of the learning environment within the department • Potential to manage the department budget 	<ul style="list-style-type: none"> • Experience of managing staff and holding them to account • Experience in working across departments in the interests of coherent provision for students 	<ul style="list-style-type: none"> • Application Form • Interview process • References
Form Tutor	<ul style="list-style-type: none"> • A teacher who actively supports the school's commitment to vertical tutoring at Spalding Grammar School • Commitment to supporting the personal development of all students within the tutor group 	<ul style="list-style-type: none"> • Experience of vertical form tutoring 	<ul style="list-style-type: none"> • Application Form • Interview process • References
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm, drive and a love for the job • A good sense of humour • Ability to work under pressure • Ability to organise, plan and prioritise time effectively • Commitment to the school's safeguarding policies and standards 		<ul style="list-style-type: none"> • Application Form • Interview process • References

APPLICATION PROCESS

Applicants wishing to view the School and the ICT and Computer Science Department in advance of making an application are invited to do so. Please contact Debbie Haslam, the Headmaster's PA, if you would like to make such an arrangement.

Applications should be made by:

- Completing the School's application form (CVs will not be accepted as an alternative to a completed form)
- Providing a supporting letter (on no more than two sides of A4, font size 11 if typed). The letter should include how you meet the person specification and how your skills and experience to date make you the ideal candidate for this post.

Applications should be sent either by email, to dhaslam@spaldinggrammar.lincs.sch.uk, or by post, to:

Mrs D Haslam
Headmaster's PA
Spalding Grammar School
Priory Road
Spalding
Lincolnshire
PE11 2XH

The closing date for applications is **Tuesday 20 February, at 12 noon**

Applicants will be informed as to whether they have been invited to interview by **Friday 23 February**

Interviews will take place in the **week beginning Monday 26 February**

I thank you for your interest in Spalding Grammar School and I look forward to hopefully receiving your application.

S M Wilkinson
Headmaster