



ST HELEN &
ST KATHARINE

Candidate Pack

For the position of

Digital Curriculum
Assistant

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 is a welcoming school where students feel able to be themselves and relationships between students and staff are highly valued. It is a happy place where fun and laughter are central elements of the school day.

Eager to learn, and motivated to do their best, our students take advantage of the many opportunities on offer. We encourage them to challenge themselves and to take risks, both academically and beyond the classroom; we are also committed to creating a secure and supportive environment in which students feel they can make mistakes as they learn.

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 was founded in 1903 to provide a Christian education for girls in the Abingdon area. It was 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 catchment area that includes Oxfordshire, Berkshire and Buckinghamshire.

The School is a thriving community of 712 students aged 9 to 18 years including 186 in the Sixth Form and 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.



The site

School facilities are excellent. The original school buildings date from 1906 and over the last ten years a significant capital programme has been undertaken with many new additions to the campus including a superb library with lecture theatre and IT suites. A new £7 million Science Centre opened in September 2014 providing 12 new laboratories, breakout spaces and a three-storey glass atrium. A new 3D Design Workshop and Design Hub opened in 2015 and a new Sports Centre in 2016.



The staff

The School staff body comprises 200 plus employed staff (teaching and support), plus sports coaches, casuals, volunteers, governors and visiting music teachers. Staff are well-qualified, conscientious and share a strong belief in the School ethos. With a passion for their subjects and a real focus on teaching and learning, there is excellent rapport between the students and staff. Staff are strongly committed to the provision of academic, enrichment and extracurricular opportunities through clubs, societies, trips, lectures and other events. The School supports and celebrates the professional development of all of its staff.



Academic achievements

Our excellent academic record is the result of thought-provoking, committed teaching that brings subjects alive, encouraging students to extend themselves, whilst allowing them time and space to grow in confidence.

In 2020, St Helen's students achieved the following results:

A-level: 83.6% A*-A, 95.9% A*-B

I/GCSE: 46% 9 grades, 93% 9-7 grades

The role

We are seeking to appoint a motivated and enthusiastic individual with a commitment to generating excitement and fostering engagement in digital technology and computing in the school. This is a new full-time, term-time post and will initially be for a fixed term of one academic year, starting in September 2021.

The successful applicant will have a keen interest and aptitude for digital technology. This is a student facing role and the post holder will support the classroom teacher to deliver the computer science curriculum. In addition, they will assist in the running of computing clubs and competitions for students and be involved in outreach programmes. They will be a source of digital expertise within the School and offer support for teachers and the wider staff body who may be looking to develop their confidence in digital technology.

This position would particularly suit a graduate who may be considering a career in teaching, or computer science.

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 department currently comprises the Head of Computer Science and another full-time Teacher of Computer Science.

The successful applicant would join this team and be line managed by the Head of Computer Science.

Facilities and support

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.

There are specific IT resources in the art, DT, geography, modern languages, music, PE and science departments. Students in the Sixth Form are recommended to bring their own device, in support of their independent study, while those students in Years 10 and 11 who wish to BYOD may do so too.

Every member of the teaching staff is issued with a laptop, all of which support "inking". An ongoing training programme supports staff confidence with productively utilising digital technology to underpin effective teaching and learning. Across the curriculum there is a continuing commitment for eLearning supported by use of Office 365 by all. Likewise, the School continues to make a significant investment in infrastructure, as part of a rolling service improvement plan, which ensures technology is current, and up to the task of enabling our aspirations.

Subject details/curriculum

Computer Science is taught as a discrete subject in Years 7 to 9. In Year 7 students are taught one double period per week in form classes. In Year 8, students are taught in carousel groups, with either a double or a single period a week each term and Year 9 have one double period per week which is taught in form classes.

GCSE Computer Science is taught as a four period option; there are currently two Year 10 groups and one Year 11 group. We currently have one set of students taking OCR A Level Computer Science. We also offer a Coding for University course as part of our Sixth Form St Katharine's Study programme, which is a one year *ab initio* introduction to programming. The scale and scope of this course is determined by the Head of Department and the interests of the students enrolled.

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. Digital literacy is also delivered across the curriculum for all students from Year 5 to Upper Sixth and the School is keen to develop this further.

Role duties

The post holder will report directly to the Head of Computer Science. Specific duties are:

- provide classroom support to the Computing department in Year 5-9 lessons when needed. This will involve support for students of all abilities, as directed by the classroom teacher, to help remove barriers to progression or provide additional challenge to those who are excelling.
- be thoroughly involved in developing and running an extracurricular programme for Computing including:
 - setting up and running clubs
 - managing participation in national competitions
 - researching opportunities for students beyond the scope of curriculum
- help in the development of our partnership work in Computing.
- work with the Head of Computer Science and with the Deputy Head in developing opportunities for enhancing students' digital literacy to the benefit of their wider learning.
- take the initiative and seek opportunities for supporting students in creative engagement with digital technology.
- be a source of expertise and support for teachers across the wider staff body looking to develop their confidence in digital technology. Provide this support to initiate new and creative use of technology to the benefit of teaching and learning:
 - working with Heads of Department to develop technical solutions to curriculum challenges.
 - working with individual teachers in the classroom to support their use of digital technology.

The person

Skills/abilities

- Ability to inspire and motivate students and build students' confidence in computing, computational thinking, and in their use of digital technology.
- Ability to relate well to young people.
- Effective communication skills, both oral and written – confident in communicating with groups of students.
- Excellent and imaginative ideas for teaching coding / programming and for using digital technology in the support of teaching and learning.

- Ability to analyse situations or problems and suggest strategies for improvement.
- Ability to plan, initiate and implement change.

Knowledge

- Excellent subject knowledge.
- An interest and awareness of the current issues relating to the developments of teaching computing in schools.
- An understanding of the concerns relating to online safety of children and young people and strategies to manage this.

Experience

- Experience of programming is essential.
- Experience of working with young people and teaching/coaching/instruction is desirable.

Qualifications

- A good honours or higher degree in computing or a technically relevant field.

Personal attributes

- Enthusiasm and passion for programming and computational thinking, and the ability and desire to convey this to students.
- Initiative and creativity to actively seek new and valuable routes for support staff and students using digital technology.
- A full commitment to an extra-curricular programme which meets the needs of all students.
- A commitment to safeguarding our students in line with the School's safeguarding policies.



Salary and benefits

- Paid on our Pre-Qualification/Graduate Assistant pay band, with a pay range £21,414 to £26,437 for working full-time during term-time only. Starting salary will be dependent on experience and qualifications.
- Hours: Full-time working across the standard school day from 8.40am to 4.10pm, Monday to Friday, plus some lunchtime and after school clubs, to be allocated as appropriate by the Head of Computer Science. For further discussion at interview.
- The post-holder is entitled to take the normal School holidays.
- Employees may join a stakeholder pension scheme. The School currently double matches employee contributions with a minimum employee contribution of 3%. The maximum employer contribution is capped at 10% of gross salary.
- 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 (when open to staff).



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 process

Before you apply for this post please ensure that you have read both our Safer Recruitment, and Safeguarding policies, as well as our Staff Privacy Notice, all of which can be accessed via 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 sent to:

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



Applications may be submitted via email (recruitment@shsk.org.uk) followed by a signed copy in the post. 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 **Tuesday 27 April 2021 at noon**. Interviews will take place during **week commencing 3 May 2021**.

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

We look forward to receiving your completed application.



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