



**HEARTLANDS**  
COMMUNITY TRUST

**Job Pack**  
**Head of Faculty Computing and Technology**

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May 2021

Dear Applicant,

I am delighted that you have chosen to apply for a post with Heartlands Community Trust.

Our well-established values and ideals which are at the heart of our Community Trust now provide a space within the wider education system where we can come to work together, to grow and flourish.

We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We take a 'by schools for schools' and a 'for the common good' approach to our Trust decisions within a clear framework of values and goals, which help each school to express its individual ethos and identity, whilst also appreciating the importance of family and collaboration.

We focus on continual school improvement, which is achieved through nurturing effective partnerships, school-to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development.

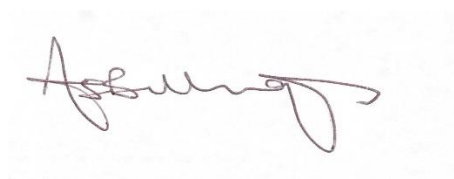
All our Trust Services are directed toward helping our schools to give our young people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the aims and values of our Trust. We have built the capacity and space for everyone to thrive – our children, our staff and our schools.

This is an exciting time to join our trust, as an individual as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for Heartlands Community Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be. We look forward to receiving your application.

Yours Faithfully



Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Officer

## Job description

<b>Post:</b>	Head of Faculty Computing and Technology
<b>Grade</b>	L7-11
<b>Responsible to:</b>	Assistant Headteacher

### Job Purpose

**The Head of Faculty Computing and Technology will be expected to:**

- Work with the Middle and Senior Leadership Teams to secure the strategic vision of the school in line with the broad educational vision of Heartlands Community Trust, providing outstanding leadership that establishes the school as a leading provider of high quality education for its students.
- Deliver the highest possible educational standards and create a high expectation culture in which students feel safe, valued and motivated to succeed.
- Assist the Middle and Senior Leadership Teams in the effective day-to-day organisation and management of the school and contribute to the leadership capacity of the school.
- Secure the achievement of specified Key Performance Indicators and targets for the faculty of Computing and Technology as identified in the School Development Plan.
- Help to manage standards of learning and behaviour in the Faculty of Computing and Technology and wider school on a day-to-day basis, ensuring high expectations and full commitment to achieving outstanding outcomes.
- To lead the development of appropriate syllabuses, resources, schemes of work, assessment and teaching and learning strategies in the faculty
- To be accountable for the development and delivery of the subjects in the faculty
- Provide high quality Computing and Technology teaching, effective use of resources and high standards of learning and achievement for all students.
- Support the delivery of exceptionally high standards of literacy and oracy across the school.
- Line manage staff within the faculty, holding Head of Subjects accountable for student performance
- Be accountable for the attainment and progress of the Computing and Technology at the school.
- Be prepared to support the overall aims of the school by teaching a subject other than your main subject where reasonably required and by showing flexibility in approach as the school/ Trust expands.
- Aspire to create enrichment opportunities for students to study additional subjects beyond the core curriculum, in line with the faculty programmes.
- Plan and deliver exceptional SEARCH days

### Key Responsibilities

**Be accountable to the HCT through the Senior Leadership Team, Governing Body and CEO for:**

- The attainment and progress in the Computing and Technology at the school.
- Provide high quality leadership of the Computing and Technology
- The effective promotion and implementation of the agreed vision and key principles within the school, including the principles of simplicity, efficiency and effectiveness.

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty.
- Advising and reporting to SLT and governors as required.

**Contribute (with the wider school team) to:**

- Developing the aspirations and self-belief of all students, thereby securing high quality outcomes for all.
- Developing strong productive relationships with a wide range of stakeholders to maintain a learning community that strives for personal growth.
- Effective self-evaluation of outcomes, practice and consequent planning for improvement for the school.

**Provide outstanding teaching and learning in Computing and Technology through:**

- Teaching to all age groups.
- Regularly using data to monitor and evaluate the progress and attainment of designated groups and individuals across all year groups in Computing and Technology faculty and putting in place appropriate interventions to improve their achievement.
- Fulfilling the requirements of all school policies.
- Maximising students' literacy, oracy and attainment in the Computing and Technology by liaising closely with other team members and departments
- Monitoring the setting and completing of homework for designated groups in the Computing and Technology
- Being a form tutor.

**Contribute to the school's leadership capacity through:**

- Supporting and managing other colleagues within the Computing and Technology department.
- Plan and manage the Faculty budget, ensuring effective management of the financial and physical resources within the learning area to support the designated curriculum portfolio
- Helping to develop the work of the Computing and Technology department, raising the level of attainment in accordance with school targets and expectations.
- Challenging underachievement at all levels and ensuring appropriate action is taken.
- Monitoring and identifying underachieving students from performance data.
- Assist with patrol and supervision duties to ensure high standards of behaviour in the Computing and Technology department and around the school site.
- Promoting exemplary standards of conduct, ensuring a continuous and consistent focus on students' achievement and development (moral, spiritual, physical and social, as well as academic).
- Being committed to a collaborative vision of excellence and equality that sets high standards for every student and member of staff.
- Providing an approachable, authoritative and visible presence in and around the school.
- Setting high standards and expectations for personal, student, and staff behaviours and actions in support of the achievement of the school's intended outcomes.
- Performing other duties to be determined in discussion with the Senior Leadership Team.

### **Strengthening Community**

- Develop, implement and maintain effective strategies to promote engagement of the whole school community. In particular, to establish effective relationships with all parents/carers and promote their involvement in their children's learning and school activities.
- Actively support the diversity of the school's communities and students.

### **Safeguarding and Promoting the Welfare of Children**

- Have knowledge of, and adhere to, safeguarding policies and procedures.
- Ensure a safe and supportive school culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.

### **Other Responsibilities**

- Ensure equality of opportunity for all students in order that they may achieve to the best of their ability.
- Ensure equality of opportunity for all staff to facilitate their continuing professional development.
- Be aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance Working Together to Safeguard Children in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.

### **Standards/Quality Assurance and Additional Responsibilities**

- Fulfil a negotiated teaching commitment in one or more subjects and be an excellent classroom practitioner.
- Uphold the school's behaviour code and uniform regulations.
- Develop links with neighbouring schools/academies.
- Conduct detentions and duties as designated by the Head Teacher.
- Support extended day activities to enhance students' learning experiences.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the school.
- Attend and participate in meetings, open evenings and student performances.
- Compile statistical returns as required.

### **Key Organisational Objectives**

The post holder will contribute to the school's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Sharing the school's commitment to safeguarding and promoting the welfare of children and young people.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Ensuring customer care and quality assurance initiatives.
- Contributing to the maintenance of a caring and stimulating environment for young people.

### **Associated Duties**

The current School Teachers' Pay and Conditions document describes the duties which are required to be undertaken in the course of employment. In addition, certain particular duties are reasonably required and exercised and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that professional duties are discharged effectively.

### **Special Conditions of Service to Note**

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors. The post holder may be required to work outside of normal school hours on occasion (e.g. to attend Parent Days, Consultation Weeks, etc.), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions. The school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

### **Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the school/ Trust Equalities policies.

Date of issue: .....

Signature of post holder: .....

Signature of Chair of Governors: .....

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level or equivalent	✓	
Qualified teacher status	✓	
Evidence of continuing professional development		✓
<b>Experience and skills</b>		
Demonstrable experience of improving student outcomes	✓	
Experience of having made a significant contribution to the success of a school through its student outcomes and ethos		✓
Understanding of innovative approaches to teaching and learning	✓	
Understanding of the National Curriculum and OFSTED Framework	✓	
Demonstrable experience of high quality teaching and learning	✓	
Experience as a form tutor and/or pastoral work		✓
Positive effective strategies for behaviour management	✓	
Experience of optimising the attainment and progress of students	✓	
Ability to use data and ICT effectively to assess performance and raise achievement	✓	
Experience of working with children with significant barriers to learning	✓	
Experience of organising subject-based activities		✓
Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEND		✓
Well-developed interpersonal and organisational skills and the ability to work collaboratively, leading to the achievement of department aims	✓	
<b>Teaching and Learning</b>		
Outstanding learning secured for students through outstanding teaching and a calm, orderly environment	✓	
Effective, rigorous and sensitive relationships with students that secure positive emotional health and excellent behaviour and attitudes	✓	
<b>Vision and values</b>		
Vision and values aligned with the school's high aspirations and high expectations for children, staff and families	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
Clear understanding of the ethos and strategies to establish high standards of outcomes and attitudes and behaviour in an area of socioeconomic challenge, and commitment to relentlessly securing those standards		✓
Knowledge of the school Strategic Plan and KPIs and the role to be played by the Computing and Technology department		✓
Resilience and motivation to support the school through day-to-day challenges while maintaining positivity and professionalism	✓	
Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed	✓	
Rigorous use of data to inform and shape teaching and learning in order to secure outstanding outcomes for all students	✓	
Strong organisational skills	✓	
A deep commitment to the safeguarding and wellbeing of all students	✓	
<b>Relationships with Stakeholders</b>		
Commitment to working with others to secure the best outcomes for children	✓	
Skilful management and understanding of how to secure strong relationships with other school staff, families and other external relationships		✓

<b>Work-Related Personal Qualities</b>		
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Commitment to support the aims of the Trust	✓	
Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour	✓	
Evidence of commitment to and understanding of collective responsibility	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	

Heartlands High School, part of the Heartlands Community Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

### **Head of Faculty Computing and Technology**

**Closing Date: 10 a.m. on Wednesday 12<sup>th</sup> May 2021**

**Salary: L7-11 (inner London rate)**

**Location: Haringey**

**Contract type: Full time**

**Contract term: Permanent**

**Start date: 1<sup>st</sup> September 2021**

Heartlands High School has the opportunity to invite a colleague interested in leading our Computing and Technology faculty

An ambitious and inspiring professional, you believe that teaching is about transforming lives and futures. It's about ensuring that every pupil, whatever their background or level of ability, enjoys the support they need to achieve exceptional results. So, join our team – and enjoy the support you need to make that difference. Bring your talents to Heartlands High School

We can offer you

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- 5 computing suites across the school, with an additional Mac suite
- All suites are routinely upgraded to meet the needs of our students
- Each corridor has its own portable devices that can be used in each classroom
- Excellent design and technology facilities, including a large workshop with laser cutter and 3D printer and a full suite of tools and machinery.
- A textiles and graphics room, and a food technology room.
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We are driven by ambition: a clear ambition to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the



community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our

success. Our aspirations for this community are high and we want our students to have access to the very best education.

If you would like to find out more about the position, we would love to talk to you

For further information, please contact our HR department at [HR@heartlands.haringey.sch.uk](mailto:HR@heartlands.haringey.sch.uk)

Unfortunately, we are unable to show candidates around during this time but we are happy to answer any questions that you may have or have a Zoom conversation with you.

You can access some virtual tours and our prospectus on our website at [www.heartlands.haringey.sch.uk](http://www.heartlands.haringey.sch.uk)

**Completed applications forms, with a covering letter addressed to Mrs Elen Roberts, Head of School, should be submitted via Tes portal by the latest 10 a.m. on Wednesday 12<sup>th</sup> May 2021. Interviews will take place on 14<sup>th</sup> May 2021.**

**NB: Please note that CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Heartlands Community Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.**