



Old Vicarage School

Old Vicarage School is a thriving independent day school for 200 girls aged between 4 and 11 years. The school is situated in a quiet, residential area of Richmond and occupies a beautiful Grade 2* listed 'castle' on Richmond Hill. Whilst retaining traditional values, there is a clear vision for the future; teaching and facilities combine the very best of the old and new.

The School aims to provide pupils with a firm foundation not just for the next stage of their education, but also for the rest of their lives. It is non selective and yet achieves excellent results for the girls with most achieving first choice senior schools and many obtaining scholarships and exhibitions to leading senior schools. As well as attaining a high academic standard, the girls build personal qualities of confidence, self-reliance and respect for others, so that they are fully prepared for the challenges and opportunities that lie ahead.

There is a two-form entry and class sizes are no more than 15 enabling a good pupil/teacher ratio. Staff are committed professionals who have been appointed not just for their academic qualifications, but because they demonstrate real concern for young children. We aim to instil courtesy and common sense in a framework of firm but kindly discipline.

Pupils are offered many opportunities to develop skills and talents through music, drama and games and many after school activities such as Fencing, chess, debating, yoga, origami, stop-motion, computer programming and Bollywood dancing.

Established in 1931, the School became a Charitable Trust in 1973 and is administered by a Board of Governors. The parents' association, The Friends, is very supportive of the school and organises regular fund raising activities.

JOB DESCRIPTION – KS2 TEACHER, HEAD OF COMPUTING AND DIGITAL LEARNING

At Old Vicarage, children in the Upper School (Years 3 - 6) are taught by subject teachers in mixed ability classes although effective differentiation is expected. All the core subjects in the curriculum are taught by a Form Teacher. Specialist teachers are introduced for subjects such as PE, Music, French and Art/DT.

Over the past few years, the School has made a significant investment in its ICT infrastructure. The School provides pupils in Years 3 – 6 with their own iPads, there is an ICT Suite with 15 PCs and 1 Mac, and each classroom has a computer and an interactive SMARTBoard TV with access to the school network and internet. The School uses Firefly and the ISAMS School Management Information system.

Digital Learning is embedded into all subject areas and staff have ongoing training to ensure that their use of technology is effective and enhances the learning experience for all pupils. All teaching staff are provided with their own iPad and there is a generous budget for replacement and updating and a willingness to invest in new technology. The School also employs a full-time IT systems support manager.

The school has a budget for CPD and holds number of INSET training days over each academic year. Individual teachers are encouraged to attend appropriate courses offered by external organisations.

Each member of the teaching staff is asked to offer an after-school club activity each term and play their part in the life of this busy school.

The role

The Head of Computing and Digital Learning provides an opportunity for an individual with enthusiasm and drive to lead and develop the digital learning and computing curriculum across the School. The role requires imagination and confidence combined with the communications and management skills necessary to embed good practice and implement new initiatives.

The Head of Computing and Digital learning must have the ability to inspire and teach both pupils and staff. In addition to planning and teaching the computing curriculum, you will be responsible for training and developing staff in the use of digital technology. You will be expected to maintain and update all departmental curriculum documents, policies and schemes of work and will take responsibility for the School's digital safety programme liaising closely with the Head and Deputy Head.

In addition to the above duties, you will also be required to act as a Form Teacher and balance your timetable by teaching English or Maths to your form along with other duties and activities.

This role reports to the Head.

Key areas of responsibility:

Leadership:

- Lead and develop the school-wide digital learning and computing curriculum.
- Keep abreast of the latest educational Apps and software.
- Liaise with the Bursar and IT Systems Manager with regards to ICT provision.
- Participate in IAPS subject co-coordinators' meetings locally and establish links with similar schools for the effective sharing of good practice.
- Guide and train staff in the effective and imaginative use of the School VLE (Firefly) to enhance teaching and stimulate learning.
- Assist staff to create education rich content on Firefly for their subject area by sharing interactive resources and examples of good practice.
- Review Firefly content across the School on a regular basis.

Teaching and Learning:

- Plan and deliver the teaching of computing and digital learning throughout the School and maintain long, medium and short-term plans.
- Ensure that the ICT suite functions effectively, is well organised and kept tidy.
- Monitor and assess pupil progress as required by the School.
- Identify and provide extension activities for the most able and support for the least able pupils.
- Teach the core subject of English or Maths to your own form, working with parallel teacher to plan effectively.
- Write pupil reports in accordance with the School's requirements and ensure subject reports are completed and proof read for girls in your form.
- Be present at all Parent Evenings to discuss the progress of your pupils.
- Promote the required standards of punctuality, behaviour and discipline both in class and elsewhere.
- Maintain stimulating wall displays in the ICT suite and in designated areas around the school.
- Prepare the annual 'performance' for your year group in conjunction with parallel form teacher and organise and participate in their outings and residential trip.

Pastoral

- Ensure that children have a sound understanding of digital-safety and that pupil/school ICT agreements and safeguarding policies are adhered to.
- Act as a Form Teacher.
- Monitor the health and emotional well-being of each pupil in your class and maintain appropriate personal records on the pupil files (ISAMS).
- Take registration twice per day and dismiss your class at the end of each day.
- Be available to parents for advice and discussion regarding their child at any time.

General:

- Attend regular staff meetings, departmental meetings and training courses.
- Undertake First Aid and Safeguarding training and any other inset training arranged for staff.
- Attend social functions and school events in support of colleagues.
- Offer an after-school club activity each term.
- Play your part in the staff duty rota and supervise lunch/playground/gate/cloakroom, etc.
- Undertake any other duties as required at the discretion of the Head.

PERSON SPECIFICATION - KS2 TEACHER & HEAD OF COMPUTING AND DIGITAL LEARNING

All teachers at the Old Vicarage have the highest standards of professionalism and are expected to embrace the culture of mutual support and co-operation which makes the school such an enjoyable place to work. They should offer inspiration and enthusiasm, have a sense of fun and a love of children.

Essential

- Experienced teacher with QTS and at least four years KS2 teaching experience.
- Strong subject knowledge.
- Commitment, skills and aptitude to teach and guide the School's computing and digital learning provision.
- Ability to use interactive technology to deliver creative and inspiring lessons.
- Excellent written and oral communication skills.
- A high standard of personal presentation.
- A sense of humour and an optimistic, resilient style when faced with pressure.
- The ability to develop good working relationships with all members of the School community.
- A willingness to wholeheartedly embrace the spirit of our independent prep school.

Desirable experience

- Firefly (VLE) user skills
- ISAMS (pupil database) user skills
- Apple Teacher / Distinguished Educator qualifications
- SMART Teaching & Learning / Digital qualifications.
- Experience of teaching in an independent school.

Child Protection & Safeguarding

All staff are expected to be committed to the safeguarding and protection of children, show an understanding of the issues surrounding the safeguarding of children and follow the procedures in school policies and handbooks to ensure the safeguarding of all pupils at the school.

*Approved by Gillian Linthwaite, Head
February 2019*