

# Monk's Walk School

## Application Pack: Teacher of Computing/Creative Media

Start date: September 2018 (1<sup>st</sup> July start date  
available for NQT)

Application deadline: Noon on Monday 12<sup>th</sup> March 2018



## 'Excellence for All'

# Our School

We are a mixed school of about 1,350 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London. Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. The view from the school is lovely, the view of our buildings slightly less so – this is an area we are constantly working on within the usual financial constraints.

Monk's Walk is a genuinely comprehensive school, although the intake profile is changing – the prior attainment of students coming into the school is rising. About 50% of our Year 8 students, for example, are designated 'more-able'. The number of students with learning challenges is below the national average, with 7.3% supported at school action plus or with a statement of Special Educational Needs (SEND). However, we have a relatively high number of students with EHC plans because we have a reputation for supporting them well. We have a small number of students with visual impairment and some with a diagnosis of autism. We have the only deaf/blind student in a mainstream school in Hertfordshire. Knightsfield School (for hearing impaired children) is situated on the same site as Monk's Walk School. We have an outstanding partnership arrangement with most Knightsfield students participating in some subjects in key stage 3.

Attendance is high. Attendance of our disadvantaged students is good but not yet as good as the rest of the school; that is a key focus for us and would be for the successful candidate. The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. However, it is an all-ability school with the challenges that brings.



Parental confidence in the school is high; there are over 700 applications for 226 places in Year 7 for September 2018. Each year we hear appeals for students wishing to join the school.

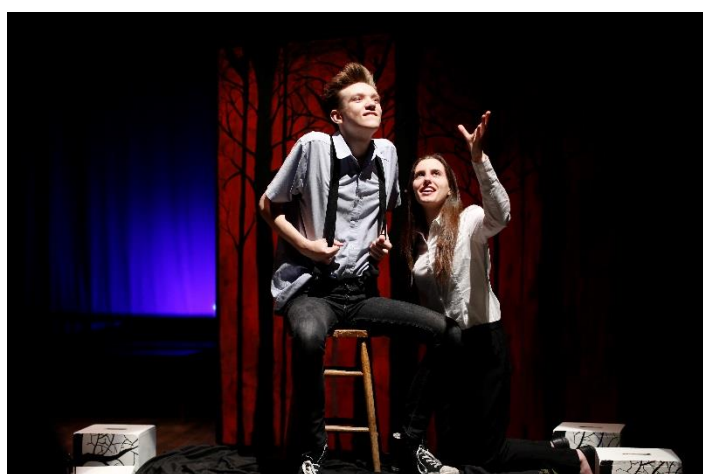
There is a genuine 'buzz' around the school and we are seen as a 'school on the up'. In June 2014 Ofsted judged the school to be 'good'. Within the past couple of weeks the school has been re-inspected; the final report is yet to be published but we are very pleased with it. Please read the report on our website should you wish to apply.

Exam results in 2017 were good, 72% of students achieving 'the basics' of 9 to 4 and 52% achieving 9 to 5 in English and maths. At GCSE, all student groups in the school achieve well, our pupil premium students (those eligible for free school meals) performed in line with the rest of the school this year. We are particularly proud of these students' achievements, having

made it a key focus for us over the last few years. We are keen for these students to do even better and so it remains a key focus for us. At AS and A2, the average grade of our students was C+. We also had strong results, with almost all students who applied making it to their first or second choice university or high quality apprenticeship. However, some subjects underperformed and we have a focus on them.

The school has a large sixth form and membership of a consortium with four other schools provides a wide range of opportunities for students. At Monk's Walk we concentrate on providing A Level only, with large numbers of students studying the facilitating subjects. Sixth form results are good and improving, but our ambition is for them to be even better.

We do not pursue academic achievement at the expense of the wider development of the individual, however. Form Tutors, Heads of Year and Heads of House all have important roles in the social, personal and academic support of individuals. Pastoral support for students is extremely strong.



The range of extra-curricular opportunities, trips and visits plays an important role in the lives of our students and we guard this expansive programme preciously because we believe that busy, stimulated students make successful students. We expect all of our staff to contribute fully to the life of the school.

Music, Drama and PE are strong as we see these areas as providing important learning opportunities for our students. Last year our students had the opportunity to take part in over 100 trips and visits, including trips to New York, Berlin, Iceland and the Belgian battlefields. We have large groups undertaking World Challenge and DofE, at Bronze, Silver and Gold.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have made no changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All new members of staff take part in a comprehensive induction programme on joining the school. All staff are supported by a broad programme of training and development. Individual staff are supported on programmes of further study/professional qualifications. The school runs a well-developed performance management system. All staff are actively supported to achieve their individual targets.

We have a proven track record in training teachers and we have both school direct and PGCE trainees. We are a member of the Alban Teaching School Alliance.

There is a generous relocation package available, if appropriate. Please see the document on our website for details under the 'vacancies' tab.



This post is open to both NQTs and more experienced teachers. If you are an NQT however, you would be offered the opportunity to start with us on 1<sup>st</sup> July (or as soon as your training course is completed) and be paid fully through July and August. This gives the chance for a really comprehensive induction programme to make sure you have a flying start to your career in teaching. You will also find that we have an innovative support programme throughout the NQT year, organised with local schools. This provides training on key aspects of teaching such as assessment for learning and behaviour for learning as well as providing a local network of support with other NQTs in similar subject areas. This course is accredited by the University of Hertfordshire so that you have the opportunity to build further masters credits from those gained in your PGCE. There is also the opportunity to visit other schools to further your experience in the NQT year. The course builds on the support of a mentor and the extended support of a professional mentor in school.

**Please note the school offers a very generous relocation package, see our website for details.**

## The ICT/Computing Department

Currently there are two full time members of the department who teach across all key stages. It is a dedicated and hardworking team who are always looking for ways to improve teaching and raise students' levels of achievement. The department prides itself in promoting cross curricular ICT/Computing.

At key stage 3 all students have one hour of discrete Computing lessons per week where they are taught in mixed ability forms.

At key stage 4, ICT/Digital Media and Computer Science are both available for students to take as an option.

Computer Science (OCR syllabus) is offered at A Level, within the Welwyn Garden City Consortium.



The ICT/Computing Department has its own suite of four computer rooms and is well equipped with data projectors, scanners, cameras/video cameras, headphones and graphic tablets. In addition to this the department make full use of the school's VLE both to assist teaching and assessment and tracking.

# Job Description

**Post Title:** Teacher of Computing/Digital Media  
**Job Grade:** Teachers' Pay Scale  
**Responsible to:** Carol Kendrick, Head of ICT/Computing

## Job Purpose

- To teach Computing at KS3 to designated classes in accordance with the published timetable and Digital Media at KS4
- To be a Form Tutor
- To ensure that all students succeed and fulfil their potential

## PRINCIPAL ACCOUNTABILITIES:

### Planning, Teaching and Class Management

- To prepare and teach lessons of a high standard so students make expected or above expected progress
- Participate in all CPD activities that will improve professional performance
- To take part in the school's appraisal process and enter into a professional discussion with their line manager about their strengths as a teacher and any areas which are in need of improvement
- Address any areas of weaker performance, taking advice from their line manager and actively engaging in any actions that might be suggested.

### Monitoring, Assessment, Recording, Reporting

- To follow designated programmes of study, carry out all assessments and marking, recording, reporting and target setting in line with departmental and school policy.

### Pastoral Duties

- At all times ensure that pupils are subscribing to school policies in terms of behaviour, appearance, academic work and social interaction and follow the guidelines given in the staff handbook if any pupil is infringing these policies.

### Other Professional Requirements

- Work as a team member within the department, sharing ideas and resources and asking for guidance and help from fellow teachers when necessary.

### Resource Management

- To take a shared responsibility to ensure the accommodation in which teaching takes place is vibrant and conducive to learning
- To ensure that all department resources used are kept in good order and any defects are quickly reported to the Head of Department.

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

# Person Specification

## **1. Educational Qualifications/Training**

- Honours Degree in a ICT/Computing or related subject
- DfE recognised Qualified Teacher Status
- A portfolio of training and continuing professional development
- Successful school-based training in secondary age range.

## **2. Professional Experience**

- Ability to teach across all three key stages (D)
- Proven track record in raising standards of student achievement
- Experience of constructive co-operation with parents.

## **3. Professional Knowledge and Understanding**

The successful applicant will need to demonstrate knowledge and understanding of:

- Effective practice and approaches to teaching, learning and assessment
- Current educational trends and thinking
- Current developments in teaching subject
- Effective use of ICT in teaching
- Strategies for motivating and inspiring students, and managing student behaviour.

## **4. Personal Qualities and Skills**

Ideally, we are looking for someone who:

- Can work as part of a team
- Is resilient
- Is sympathetic to the pastoral needs of students
- Is abundantly energetic, creative and enthusiastic
- Is co-operative, flexible and responsible
- Is reliable, well organised and committed to high standards
- Is able to contribute to the staff community
- Is committed to improving and enlivening the environment of the classroom and the school
- Is patient, optimistic and has a fantastic sense of humour
- Has a life outside of school.

That's all!

(D = desirable, all other essential)

## Your Role in Our Future

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school with the ambition and plans to be even better.

We are not complacent though – we are not there yet! We realise that we still have areas that require further development. We set ourselves high standards and ambitious targets to enable us to reach our goal.

I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the high standards of teaching and learning in ICT and would like to join us, then please apply. I am looking for someone who can, or has the potential, to teach highly effective Computing/Digital Media lessons.

If you would like to visit the school or talk about the post in a bit more detail before applying, please contact Matt Grinyer. Matt is Deputy Head and the senior leader with line management responsibility for ICT/Computing. His e-mail address is [magriny@monkswalk.herts.sch.uk](mailto:magriny@monkswalk.herts.sch.uk).

## How to Apply

I really hope the information we have provided makes you want to apply to join us. Please apply, using the application form on our website. You should also write a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2, 3 and 4 on the person specification (page 6 in this pack). Shortlisted candidates are likely to be able to show how their work has impacted on students' achievements, experiences or attitudes – all in about 2 sides of A4!

The deadline for us to receive your application is noon on **Monday 12<sup>th</sup> March** and interviews will take place shortly afterwards. Please e-mail your application to: [recruitment@monkswalk.herts.sch.uk](mailto:recruitment@monkswalk.herts.sch.uk), marked for the attention of Kate Smith.

We look forward to hearing from you.

Kate Smith  
Headteacher

February 2018