Job Application Pack

Head of ICT and Computing

May 2017

City of London Academy
(Southwark)

Contents

Letter from the Principal

Dear Applicant

Thank you for your interest in the post of Head of ICT and Computing at the City of London Academy (Southwark).

We are a vibrant, successful and innovative educational community on the final part of our journey to become an outstanding school. Sponsored by the City of London Corporation, we are passionate about raising aspirations and supporting each student to achieve their potential. We provide a high quality education with an added focus on Business & Enterprise and Sport to students aged 11-18.

You would be joining a dynamic and professional staff body whose hard work and commitment has resulted in our academy rapidly improving its headline 5A*-C GCSE including English and Mathematics from 43% to 76% in five years. We also have an excellent Sixth Form regarded as one of the top Sixth Form Centres in Southwark. Our reputation for academic achievement, inclusive ethos and links with the City, has made us the most popular secondary school for Southwark residents.

We are part of the prestigious City of London Family of Schools sponsored by the Corporation of London. We are proud of our City heritage and value the opportunities it brings through the Guilds and Livery Companies. These serve as an aspirational bridge for our community. In addition, our offer is enriched through collaboration with our sister schools, both private and state. Our new dedicated Sixth Form Centre opening in September 2017 will accommodate the increased demand for Sixth Form places offering the broadest curriculum in state of the art facilities.

As the lead for the London South East Maths Hub, we are part of a collaborative national network of 35 hubs that bring together mathematical educational professionals to develop and spread excellent practice, for the benefit of all pupils.

If you choose to join our academy you can look forward to working in award winning buildings with highly competitive pay and an excellent benefits package. Furthermore, we offer a supportive environment where your skills can be nurtured and developed so you can be the best in your chosen field. Your success is very much our success and we look forward in working with you to achieve your career ambitions.

In return we are looking for you to be a pro-active, hardworking, committed colleague with a passion for your subject and willingness to actively journey with us in transforming the life chances of our students.

If you would like to join our team as we strive to become one of London's most successful schools, then I would very much welcome your application.

Should you wish to apply for the post, please complete and return the application form along with a covering letter, clearly demonstrating your suitability for this role, via email to recruitment@cityacademy.co.uk or by uploading your application to the TES portal.

Interviews will be held on as and when applications are received.

I look forward to receiving your application.

Yours faithfully

Richard Bannister

Principal

About the City of London Academy (Southwark)

Ethos and Values

The City of London Academy (Southwark) lies at the heart of the local community. The values and ethos of the Academy is to be a distinctive and inclusive Academy, where there is a strong sense of pride and belonging to the Academy and the wider community.

We work closely with our Sponsor, the City of London Corporation, businesses, the local community and our family of schools, to bring educational and social success to all pupils and members of the local learning community; increasing opportunities to specialise in Business & Enterprise and Sport.

The ethos of 'enterprise' filters into all subject areas to improve learning, employment and life skills, leadership skills, self-esteem, citizenship and creativity. The benefits for students include a broad range of opportunities at Key Stage 3, an increase of option choices at Key Stages 4 and 5, with more specialist teachers and more planned opportunities to develop the skills of enterprise, self-reliance and problem-solving across their subjects.

At the Academy, we value every young person and have a strong commitment to developing positive attitudes and values in our students; we believe these are the cornerstones of successful learning.

We provide a broad, high quality education with an added focus on Business & Enterprise and Sports. We strive to develop our students spiritually, morally and socially as well as intellectually and physically, so that our students make a valuable contribution to society.

Curriculum

The design of the Academy curriculum has three main principles:

- *Choice* - we believe students thrive when they have a combination of courses they find challenging and interesting.

- *Stretch & challenge* - we have developed pathways that offer additional challenge or support as appropriate to different groups of students.

- *Progression* - with a thriving sixth form, students in year 7 are starting a journey that prepares them for advanced study later in school life, and the curriculum design secures good progression towards that.

Students in Key Stage 3 undertake a 2-year programme that covers all the National Curriculum subjects.

In our 3-year Key Stage 4 programme, all students study a core offering in Maths, English, Double Science, PE and PSHE together with a range of other subject options. The majority of students undertake options including languages and humanities that allow them to achieve the English Baccalaureate.

About the Academy

The City of London Academy (Southwark) opened in 2003. Sponsored by the City of London, the Academy is located in the heart of Bermondsey, near London Bridge. Passionate about raising aspirations and supporting each student to achieve their potential, the Academy provides a high quality education with an added focus on Business and Enterprise and Sport to students aged 11-18.

We have an excellent Sixth Form that is regarded as one of the top Sixth Form Centres in Southwark. The majority of our students choose to remain in the Sixth Form following their GCSEs and can be confident of their progression to leading universities, including Oxbridge, apprenticeships or employment.

Our academic, vibrant community and emphasis on developing the whole student makes us a popular and over-subscribed Academy.

The Academy is part of the City of London Academies Trust run by the City of London which will be expanding over the next three years with the opening of a further five new academy schools. Since September 2015, the Trust has also been appointed to run the London South East Maths Hub which provides leadership for mathematics education across the city and in the areas of Bexley, Bromley, Royal Borough of Greenwich, Lewisham and Southwark.

For more information about our academy, visit www.cityacademy.co.uk.

Job Description
Head of ICT and Computing

Grade	Up to UPS 3 Inner London + Academy TLR £7,767
Responsible to	A member of the Senior Leadership Team
Job purpose	- Provide strong leadership that results in a Computer Science and ICT department which provides first class teaching and learning opportunities for pupils and staff; - Instigate and develop an innovative approach to Computer Science and ICT that will stimulate all pupils to achieve their potential; - Work with other departmental heads to provide an integrated coherent approach to teaching and learning; - Provide specialist subject expertise for the Senior Leadership Team and departmental staff. - Support the Community Cohesion focus within the Academy
Key Accountabilities	- Develop and implement the Academy's strategy for Computer Science and ICT so that it integrates with the major objectives of the school development plan and takes the curriculum forward to meet the targets set by the Secretary of State and Governing Body; - Development of a vocational pathway for the subject area - In conjunction with the Assistant Principal set strategic targets for teaching and learning in Computer Science and ICT; - To develop and implement partnerships to support the Computer Science and ICT curriculum and other activities such that wider expertise enriches the holistic learning experiences of the pupils and the wider community. - Designing a broad curriculum in Computer Science and ICT that meets the aims of the Academy and the needs of all students - Working with the Key Stage Curriculum Leader and other departmental heads to agree schemes of work so that the content of courses is complementary and so provides students with a broader understanding of Computer Science and ICT and its links with other fields of study - Ensuring that the statutory requirements of the National Curriculum are met - Ensuring that the business enterprise culture pervades the entire Computer Science and ICT curriculum - Evaluating the design and delivery of the curriculum for Computer Science and ICT; continuously striving to improve all aspects - Monitoring and evaluating the Computer Science and ICT curriculum in 'value for money' terms - Setting targets for pupil achievement in Computer Science and ICT and numeracy - Ensuring that there is an effective assessment, recording and reporting system of student progress

	• To ensure that there are effective systems in place to support Behaviour for Learning and quality assurance processes within the faculty • Making sure that 'Best Value' principles are applied to all appropriate purchasing decisions • Advising the Finance Director of potential additional funding for Computer Science and ICT and assisting with the bidding process • Exploiting business opportunities to improve the resources of the Computer Science and ICT department • To lead and run intervention activities in Computer Science and ICT • To undertake any reasonable duty as directed by the line manager and Principal that is commensurate with the role

Person Specification

Head of ICT and Computing

QUALIFICATIONS

No	Description	Rating
1.	Good First Degree	Essential
2.	Qualified Teacher Status	Essential

SKILLS & EXPERIENCE

No	Description	Rating
3.	Leadership skills	Essential
4.	Strategic Management Experience in Computer Science and ICT Education	Essential
5.	Capable of initiating and maintaining innovative curriculum design and delivery	Essential
6.	Record of raising standards in Computer Science and ICT	Essential
7.	Ability to lead and to transfer enthusiasm and understanding of Computer Science and ICT, including its application to all aspects of life, to students and departmental staff	Essential
8.	Excellent understanding of the strategic importance of Computer Science and ICT to raising standards	Essential
9.	Flexible management style that involves all stakeholders in decision making, as appropriate	Essential
10.	Ability to develop staff and build strong relationships	Essential
11.	Ability to research, adopt and appropriately integrate current best practice in the teaching of Computer Science and ICT, including evidence of recent relevant CPD	Essential
12.	Evidence of recent child protection and safeguarding training and understanding of professional standards in this respect	Essential
13.	Self-motivated with excellent organisational and planning skills	Essential
14.	Excellent communication and user ICT skills	Essential
15.	Ability to work under pressure and meet deadlines	Essential
16.	Flexible in approach and a good team player	Essential

Staff Benefits Package

- **Health and Well-being Cover** including well-being advice, prompt diagnosis, treatment, financial assistance and physiotherapy

- **Employee Assistance Programme** with access to specialist team of counsellors and advisors offering emotional support and counselling, specialist information on a wide range of work-life issues, legal guidance and financial guidance and debt counselling

- **Up to £500 per annum Attendance Bonus** for permanent staff who meet the following criteria:
    - 98% attendance - £50 per term and a further £100 for achieving at least 98% attendance in every term of an academic year
    - 100% attendance - £100 per term and a further £200 for achieving 100% in every term of an academic year achieve 100% attendance on a termly basis.
  This will be pro-rated for part time staff.

- **Staff Loyalty Appreciation payment** Service will be counted from the staff member's permanent contract start date at the Academy and staff will be rewarded with a monetary gift to the value of £100 after two years' service, £150 after 3 years and £200 after 4 years of service. A £200 voucher bonus will be awarded each year thereafter. This will be payable at Christmas. This is pro-rated for part time staff.

- **£200 Examination Performance Bonus** for all staff for a 10% improvement based on key performance indicators across whole school results in the previous year (e.g. from 50% to 55% is a 10% rise). Only staff who have passed their performance appraisal for the corresponding academic year will be eligible to receive the bonus. This is pro-rated for part time staff.

- **Introduction Fee** of £500 for permanent staff who introduce an individual to the Academy.

- **Relocation Support** for removal expenses and interim housing costs to the value of up to two months' net salary or £5,000, whichever is the lower, as an interest free loan repayable over 2 years

- **Interest Free Loan** up to £3,000 Annual Season Ticket repayable over 1 year.

- **COLA Further Professional Development** up to 50% of the cost of the course or £1000 whichever is the lower, towards further qualifications relevant to the work undertaken at the Academy

- **Childcare Voucher Scheme** up to £243 per month, free of tax and national insurance where taxable pay is converted to tax free childcare vouchers, saving between £962 and £1,196 per year.

- **Free Gym Membership** for all Academy staff in the on-site Academy gym.