



ST MARY'S CALNE

Head of Computer Science Full-time, September 2019

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking for a talented and enthusiastic graduate, with outstanding inter-personal skills, to teach Computer Science. We would expect the successful candidate to be able to teach Computer Science from Year 10 to Year 13 as well as teaching a broader programme to the girls in Year 7 to 9 including digital literacy, online safety as well as Computer Science.

St Mary's is committed to safeguarding and promoting the welfare of pupils.

Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.



**Headmistress: Dr Felicia Kirk,
BA (University of Maryland), MA and PhD (Brown University)**

THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.



Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that both boarders and day girls benefit from all aspects of the strong boarding ethos of the school.



BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent and tailored continuing professional development within the department and across the school.

Competitive salaries and a contributory pension scheme.

Discounted membership of the St Mary's Calne Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.



THE COMPUTER SCIENCE DEPARTMENT

The Computer Science Department is led by the Head of Computer Science. The successful candidate will be in charge of this thriving department and lead the continuing development of the Computer Science curriculum.

Computer Science is taught currently by the Head of Computer Science, Director of IT and one other teacher. There is a culture of innovation and support within the members of this team; staff are encouraged to develop their own subject expertise and take leadership of key aspects of the Department's development.

There is currently one period a week (sixty minutes) in Years 7, 8 and 9. Pupils are taught in mixed ability Form groups. The KS3 syllabus is being successfully developed to reflect the new DfE Programme of Study for Computing and ensures successful transition on to the GCSE course for those students who choose this option. The projects that are offered are fluid based on how the relevant technologies change.

St Mary's has offered AQA GCSE Computer Science since September 2016 and it is now a popular and successful option choice for many of the girls. If students choose not to take GCSE Computer Science, they follow the BCS, ECDL Course with many girls go on to study Advanced ECDL Modules. Many Year 12 and 13 pupils undertake to follow the Advanced ECDL Course as a supra-curricular subject. This is a very successful course; the majority of girls complete all of the modules to gain a full Level 3 ITQ (A level Equivalent). The Department launched the AQA A Level Computer Science course in September 2018 with a good retention rate from the GCSE course.

The Department is well resourced with two main computer rooms for teaching that are equipped with Interactive Projectors, a third smaller suite and a bookable bank of 20 iPads. The main computing rooms use PCs; however, both the Music and Art Departments use iMacs. Pupils from Year 10 upwards have their own laptops and in Year 7-9 they have their own iPads.



The school uses Firefly as the VLE; the Department supports other academic departments in using the VLE and with other aspects of IT training. To aid in this, the Head of Computer Science will also have an additional responsibility to be Head of Digital Learning to aid the Director of IT with staff training relating to the IT strategy.

During the course of the year we take groups of pupils to see IT being used in the real world and run Internet Safety workshops. There is a thriving Computing Club which allows students to access a variety of competitions including Lego League, Bebras UK, British Informatics Olympiad and Cyber First.

All members of the Department keep abreast of change and development through CPD programmes, reading and attending conferences.

THE HEAD OF COMPUTER SCIENCE

The Head of Computer Science has an overall responsibility to the Headmistress for the running of the Computer Science Department, to the Director of Teaching and Learning for the day to day management of the Department. He/she will report to the Director of IT in relation to Digital Learning. He/she will have a key role in organising events to promote the development of the subject and enrichment of student experiences.

Specific aspects will include:

Curriculum

- Seeking to develop the Computer Science curriculum throughout the school, ensuring that it is cutting edge and in line with the aims and ethos of whole school strategic thinking.
- Promoting opportunities for all girls so that their potential is encouraged and developed.

Departmental Profile

- Representing the Department at Open Days and internal Marketing Events e.g. Sixth Form Fair; undertaking out of school visits; arranging external visiting lecturers and other events where applicable, attending Parents' Meetings and following up any departmental matters which might arise from these.
- Developing the profile of Computer Science by running extra-curricular events and competitions as well as trips.

Budget

- Ensuring the effective management of the departmental budget, in liaison with the Bursar and his staff.

Leadership and Management of the Department

- Striving for excellence in all teaching and learning, and encouraging and enabling other members of the Department to do the same through professional development and monitoring.
- Enhancing and embellishing the classroom experience with relevant and stimulating opportunities for the girls.



- Organising the appropriate assessment across the department to ensure that pupil progress can be monitored effectively.
- Leading and administering external controlled assessment
- Ensuring that there are sufficient resources and equipment for Computer Science to be taught effectively and with an emphasis on practical work.
- Leading the embedding of educational technology within departments through the Head of Digital Learning role.
- Developing and overseeing the Computer Science area of the School's VLE
- Liaising with universities, academic institutions and professional bodies to embellish and enhance the experience of Computer Science.
- Advising students on relevant university courses and ensuring that Oxbridge candidates are appropriately supported.
- Fostering an appreciation of programming and other related activities for pleasure.
- Organising end-of-year examinations, mock examinations and, where appropriate, setting and marking of entrance and scholarship papers for Computer Science.
- Leading and coordinating a programme of Computer Science specific activities during the Fourth Form Enrichment Weeks.
- Marketing the department effectively
- Ensuring a regularly updated display of pupil work in the designated teaching rooms.
- Keeping up to date with developments in the subject area, and promoting Computer Science, for example: trips, lectures and visiting speakers.
- Organising appropriate assessments across the department, to ensure that pupil progress can be monitored effectively and adjustments can be made when necessary.
- Managing the day-to-day administration of all Computer Science business; overseeing the entries for external examinations (in close conjunction with the Examinations Officer).

EXPECTATIONS OF ACADEMIC TEACHING STAFF



Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire his/her pupils and who can engage sympathetically with young people. He/she will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.

St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around the seven attributes of a St Mary's learner which seeks to encourage the girls to be: Proactive Learners; Inquisitive Learners; Creative Thinkers; Confident Learners; Collaborative Learners; Robust Learners and Reflective Learners. These attributes are interwoven into all areas of school life. Members of the teaching staff are expected to embrace this culture of being at the forefront of girls' education through, amongst other things, attending regular CPD sessions and demonstrating an openness to new ideas.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.



TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'

In addition, a full-time member of teaching staff can expect:



- To be on the premises to check pigeonholes and daily information boards before the start of school.
- To check email at several points during the day.
- To teach maximum of 20 teaching periods per week (from a 33 period week with staff available in school for 28 periods allowing for an afternoon and Saturday morning off). This is a normal teaching load; individual variation in this is taken into account when allocating Cover lessons and other duties, for example to allow relief for those staff who have a greater number of tutees. Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time. This is worked out on the basis of $(\text{number of teaching periods} / 20) \times 8$.
- To set and mark work in accordance with Departmental guidance.
- To invigilate, set and mark internal exam papers.
- To prepare girls for public examinations as appropriate.
- To write reports and grade sheets in accordance with the guidance issued by the Director of Teaching and Learning.
- To be a Tutor to a number of girls up to a maximum of 8.
- To take a share in Cover and other duties.
- The equivalent of one day off per week, made up of either one full day or two half days (e.g. one Saturday morning and an afternoon). However, staff should be in school on the first and last day of term, even if this falls on their allocated day off.
- To be a House Tutor with an evening duty once a week.
- Evening, weekend and other duties allocated by the Deputy Head or Senior Mistress.
- To be in school prior to the start and end of terms as required. When arranging holidays and other commitments outside school, staff should avoid the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time. Any request for absence during this time needs to be submitted directly to the Headmistress.
- Cover for absent colleagues as required.
- A salary will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including update training. The above applies to part-time teaching staff on a pro-rata basis.



PERSON SPECIFICATION

Essential

- University Graduate related subject
- Qualified teacher with an ability to teach Computer Science from Year 7 to Year 13
- Excellent communication skills
- Motivation to work with young people
- Positive attitude and approach to change and development
- Willingness to participate in the wider life of a boarding school
- The ability to tutor girls and be pastorally aware of their needs
- The ability to use initiative
- The ability to relate effectively with pupils and their parents
- The ability to be flexible and work independently
- The desire to develop professionally on a continuous basis.
- The ability to offer A Level Computer Science

Desirable

- The ability to teach Maths to GCSE



FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: www.stmaryscalne.org

An application form may be downloaded from the website or can be sent on request. Please contact:

Mrs Karen Turner
St Mary's School
Calne
Wiltshire SN11 0DF

Email: teacher.recruitment@stmaryscalne.org

Tel: 01249 857 338

A fully completed application form, together with a covering letter, should be sent by email to:
teacher.recruitment@stmaryscalne.org

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 9am, Monday 25th March 2019

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are on the following page.

EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by the Wiltshire Safeguarding Children Board (currently transitioning to Local Safeguarding Partners) and have regard to statutory guidance issued by the Department for Education *Keeping Children Safe in Education, 2018*. Our policy takes full regard to *Working Together to Safeguard Children 2018 (WT)*, *What to do if you are Worried a Child is Being Abused (2015)* and the *National Minimum Boarding Standards (2015)*.

At St Mary's Calne we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.



St Mary's School, Calne, Wiltshire SN11 0DF

Telephone: 01249 857200 Fax: 01249 857207 Email: office@stmaryscalne.org www.stmaryscalne.org

Headmistress: Dr Felicia Kirk BA (University of Maryland), MA (Brown University), PhD (Brown University)

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