400 Boys (Prep School)
**IAPS Boarding and Day**
700 Boys (Upper School)
**HMC Boarding and Day**

# Prep School Computer Science Teacher

## Bedford Prep School

Bedford School is one of the region's leading boarding and day schools, educating boys from the ages of 7 to 18. Part of The Harpur Trust, Bedford's leading educational and social welfare charity, we're a vibrant school with a very strong sense of community, set in a beautiful 50-acre estate in the heart of the town. The Prep School is situated in its own part of the Bedford School estate.

We believe that boys learn best when they're happy, confident and their curiosity is stimulated, so we feel it's very important that learning is fun, creative, inspirational and active. We also recognise boys learn differently to girls, and this informs our teaching.

Whether it's music and the arts, science and technology, language and literature, or sports and games, boys are encouraged to learn new skills and embrace new experiences.

Visit our classes and you'll find boys thoroughly engaged in their learning, inspired by challenge, competition, high expectations and risk within a safe environment. Our expectations are high but achievable, and our curriculum encompasses and transcends the National Curriculum, uniting traditional practice with innovative teaching, and the best of the creative and academic.

Our extensive campus offers boys outstanding academic, sporting, music, drama and art facilities. The Prep School shares superb facilities, such as the swimming pool, recreation centre, playing fields, astro and tennis courts with the Upper School and makes use of the school's fantastic theatre and other specialist facilities.

Working with each boy, we help them develop their sporting talents. We provide expert coaching in a wide variety of sports, including rugby, hockey, cricket, golf, skiing, cross country, swimming, badminton and rowing.

Creative arts are a big part of school life, with boys taking part in concerts, exhibitions and performances throughout the year. In our dedicated music building with a state-of-the-art music technology suite and well-equipped practice rooms, many of our boys learn to play one or more instruments.

Boys can also get involved in a wide range of extra-curricular activities, from cookery to steel band, chess to canoe building, there is something for every boy.

The school's ongoing development programme has included the construction of a new Library (2003), Observatory & Planetarium (2003), a new Music School (2006) and a wonderful new theatre in St Luke's Church, on the edge of the estate (2015). Other developments have included renovation of the school dining halls and kitchens (2009), fitness suite (2010), staff common room (2011), sports pavilion (2012) and science department (2015).

## The Department

The Computer Science Department is located in the Wells Building and the classrooms are well appointed and resourced in terms of technology and learning resources. Boys obtain an excellent grounding in the subject whilst in the Prep School and go on to perform very well as they progress into the Upper School.

## The Role

We are looking to appoint a dynamic and enthusiastic teacher, starting either from April or September 2021, to inspire boys with a love of learning, and to thoroughly prepare boys for studying Computer Science in the Upper School.

You should have a genuine passion for Computer Science and a desire to inspire a love of the subject in others. You should also be eager to develop your own teaching skills and enjoy sharing ideas with colleagues.

## Benefits of Service

Bedford School has high expectations of its staff and therefore looks to reward them with generous salary scale increments and beneficial conditions of service. All teachers are offered membership of the Teachers' Pension Scheme and have longer holidays than the maintained sector. Class sizes are small and most teachers have their own classroom. A wide range of opportunities for professional development exist and staff are encouraged to develop their skills and consider career options at all levels. There is ample opportunity to take on additional responsibilities for which there are allowances.

Fee concessions are available across the Harpur Trust schools and a health care scheme is also available for teaching staff.

Bedford is set in beautiful grounds and staff are welcome to make use of the extensive leisure and sporting facilities (which includes gym, swimming pool, tennis courts, squash courts etc.) for themselves and their immediate family.

All staff enjoy free on-site parking. Lunch (of outstanding quality) and free refreshments are available throughout the day; other meals are available according to staff commitments.

Bedford is a dynamic and incredibly rewarding place to work with a strong sense of community.

## General Information

Full-time teachers at Bedford are expected to:

- Play a full part in the extensive games and activities programme
- Be a Form tutor

Bedford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance and other pre-employment checks.

Staff are normally expected to find their own accommodation, although there may be some school accommodation available in certain circumstances.

## Application Process

Applicants are asked to complete the School Application Form; CVs in place of an Application Form cannot be accepted.

Short-listed candidates will be invited to the School for interview on the advertised date. The selection process will involve a lesson observation and interviews.

Jonathan Egan, Deputy Head, would be happy to talk to prospective applicants; he can be contacted by email on jegan@bedfordschool.org.uk

PREP SCHOOL COMPUTER SCIENCE TEACHER

## Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | | |
|---|---|---|
| Summary of the role | **Job Title:** | Prep School Computer Science Teacher |
| | **Location:** | Bedford Prep School, De Parys Avenue, Bedford |
| | **Reporting Line:** | Assistant Head Teaching and Learning |
| | **Hours:** | Full Time |
| | **Salary:** | School's own salary scale |
| | **Role Summary:** | To teach Computer Science to boys in years 3-8. |
| | | |
| Main duties and responsibilities | **Specific Duties and Responsibilities**<br>**Leadership and Direction of Computer Science**<br><br>● Ensure that the delivery of Computer Science is exciting and stimulating and inspires boys learning<br>● Ensure that boys have plenty of opportunity for extended writing<br>● Devise and execute an inspiring development plan (updated annually) in accordance with strategic priorities<br>● Review, maintain and develop appropriate schemes of work for the department, be aware of developments in Computer Science education and maintain a detailed knowledge of best practice in education<br>● Take responsibility for the administration of the department<br>● Develop and regularly review departmental policies<br>● Lead, promote and monitor extra-curricular activities and events related to Computer Science<br>● Liaise with Director of Digital Learning (Whole School) and Head of Computer Science (Upper School)<br>● Advise the Headmaster about resources, curriculum changes and staff development<br>● Ensure the visual appearance of the department and classrooms are of a high standard<br>● Prepare the department for inspections<br>● Produce a termly report for the Headmaster<br>● Maintain the Department Handbook and write a yearly Development Plan which fits in to the school's strategic document<br>● Ensure all departmental information is kept up to date | |

**Monitor and evaluate the effectiveness of teaching and learning in Computer Science**

- Ensure that each boy in the school is fulfilling his potential in Computer Science
- Ensure school expectations with regards to prep, marking and data analysis are met within the department, track the progress of pupils and meet regularly as a department
- Ensure that feedback genuinely moves learning forward
- Monitor, modify and evaluate the Schemes of Work on a regular basis
- Assist with and monitor short and medium term planning
- Devise appropriate forms of assessment, recording and reporting in accordance with whole-school assessment policy and any statutory curriculum requirements.
- Be familiar with Standardised Tests used by the School to monitor progress Computer Science
- Ensure continuity and progression between the year groups.
- Plan, organise and evaluate the transfer of assessment information between year groups

**Teaching**

- Uphold the School's high standards of preparation, teaching and discipline
- Plan lessons in accordance with School's schemes of work
- Monitor and be aware of boys' prior levels of attainment and maintain records
- Set and mark examinations and other forms of assessment
- Use ICT within the curriculum
- Establish high and appropriate expectations for learning, motivation and presentation of work

**Assessment, Recording and Reporting**

- Maintain plans of lessons undertaken and records of boys' work
- Set and mark homework
- Provide constructive oral and written feedback, with clear goals for future learning
- Report on pupil progress in line with School policy and as specified in the published calendar
- Regularly keep parents informed of boys' progress at parents' evenings, and at other times whenever necessary

**Pastoral Care**

- Be fully conversant with, and apply, the School's child protection policy and all related issues
- Promote good attendance and monitor it in accordance with School policy
- Promote the general progress and well-being of boys' in your care
- Support each boy to achieve his potential

**Professional Standards**

- Support the aims and ethos of the School and carry out the school's strategic plan
- Treat all members of the School community with respect and consideration
- Treat all boys fairly, consistently and without prejudice
- Set a good example to boys in terms of appropriate dress, punctuality and attendance
- Participate in the School's extracurricular programme
- Take responsibility for personal professional development within the School's CPD programme
- Attend all departmental and staff meetings, Parents' Evenings, New Parent's Day and ensure that all deadlines are met as published in the School calendar
- Take responsibility for matters relating to health and safety
- Undertake duties that may be reasonably assigned by the Headmaster (directly or indirectly)

You are expected to act in accordance with the aims, policies and administrative procedures of the School. Responsibilities may be direct, joint or through devolved structures, but always in

| | |
|---|---|
| | accordance with whole school policies. These details may be amended at any time by agreement, but in any case will be reviewed through the appraisal process. |

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

# Person Specification – Prep School Computer Science Teacher

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | **Essential**<br><br>These are qualities without which the Applicant could not be appointed | **Desirable**<br><br>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | **Method of assessment** |
|---|---|---|---|
| **Qualifications** | A relevant honours degree from a recognised university in the UK or overseas | PGCE/QTS | *Certificates* |
| **Experience** | Teaching Computer Science to an age range including years 3-8<br><br>The ability to code | | *Application form and references* |
| **Skills** | Ability to inspire and motivate students<br><br>Excellent communicator, orally and in writing, with boys, parents and staff<br><br>Driven and motivated with proven leadership skills<br><br>Strong organisational and time management skills<br><br>Ability to utilise and develop departmental teaching strategies and resources<br><br>Excellent interpersonal skills<br><br>Proficiency in ICT and the ability to use ICT appropriately to support learning | A clean driving licence. A D1 minibus licence or a willingness to obtain one. | *Application form references and interview* |
| **Knowledge** | Good understanding of National Curriculum and Computer Science teaching methods appropriate for Years 3-8<br><br>Ability to utilise teaching strategies to allow learners to make good progress compared to their previous attainment | Experience of best practice in data analysis and tracking of student progress<br><br>Good knowledge of relevant ICT applications for the teaching of Computer Science | *Observed lesson, interview and references* |

| | | | |
|---|---|---|---|
| | Understanding of safeguarding and pastoral issues | | |
| **Personal competencies and qualities** | Passion for Computer Science<br><br>Pragmatism and 'can do' approach<br><br>Ability to prioritise and remain calm under pressure<br><br>Flexible, resilient and well organised<br><br>Desire to be fully involved in a busy prep school<br><br>Resilience, commitment and confidence | Ability to advise pupils, parents and staff insightfully.<br><br>Commitment to continuing professional development of self and colleagues | *Interview, observed lesson and references* |