



# SURBITON

HIGH SCHOOL

## Job Description

<b>Job Title:</b>	<b>Head of Computing and Digital Strategy</b>
<b>Job Purpose:</b>	To lead the implementation of digital strategy at Surbiton High School, ensuring we lead the way in integrating enabling technology into the life of the school community
<b>Reporting Line:</b>	Assistant Principal – Whole School Innovation and Organisation
<b>Start Date:</b>	September 2021
<b>Tenure:</b>	Permanent, Full-Time
<b>Salary:</b>	United Learning Pay Structure, plus TLR

### Key Responsibilities:

#### 1. Subject Specific

- **To plan** and implement Computing across the School from KS1 to KS5.
- **To set** up a Programme of Study, including designing and writing Schemes of Work.
- **To manage** the assessment of a Key Stage appropriate to the candidate's expertise and interest (assessment materials, mark schemes and feedback grids and the provision of exam papers).
- To **ensure** that department staff teaching in that Key Stage have access to the relevant subject-based skills and knowledge through departmental training opportunities.
- To **monitor** the progress of all pupils within that Key Stage, including coordination of any post-test/exam implementation.
- To be **proactive** in leading on intervention strategies for pupils in that Key Stage.
- There may be other particular responsibilities linked to the subject that may be added when necessary.
- To **assist** with the review, and keeping staff up to date with, key trends in digital education and citizenship, particularly those which directly affect teaching and learning
- **To collaborate** with teaching staff to support their use of digital technology in delivering a curriculum in line with Surbiton High School's vision
- **To collaborate** with educational support staff to **support** their use of digital technology in delivering services in line with Surbiton High School's vision
- **To assist** with relevant training for staff and ensure best use is made of the digital technologies in place
- **To take a leading role** in **delivering** some of the training to meet the digital CPD needs of staff across the three Schools
- **To liaise** and work collaboratively with the Digital Strategy Co-Ordinator and to assist the Assistant Principal Innovation and Organisation to help formulate the ever evolving Digital Strategy at Surbiton High School.
  - **To stay abreast** of **developments** within other schools, United learning, and in the technology sector as a whole, updating staff in a timely manner, with the most relevant and accessible initiatives



# SURBITON

HIGH SCHOOL

## 2. Teaching and Learning

- **To lead by example** - model outstanding teaching and learning, this includes teaching up to 13.5 periods a week.
- **To lead** the Department in pursuit of continuous improvement through innovation, strategic planning, and sharing of best practice.
- **To monitor** the quality of teaching and learning through regular observations of Department staff, work scrutiny and pupil feedback.
- **To challenge** teachers who underperform and use **coaching strategies** to help them improve, working closely with SLT line manager to ensure that correct support is provided.
- **To coach and support** members of the Department to quality assure skill/knowledge base along with willingness to improve/develop is high.
- **To develop** members of the team through clear and carefully planned **distribution** of suitable tasks – for example peer observation, methods for using AfL and other new initiatives. **Identify strengths** in the team to ensure the embracing of new teaching strategies, and pupils' learning.
- **To promote** the use of Digital Learning Technologies to support pupil achievement.
- **To ensure** the smooth, efficient, supportive and rigorous running of Department policies, including the application of rewards and sanctions.

## 3. Results

- **To track and monitor** pupil progress and achievement within the subject area across all Key Stages, using baseline data.
- **To lead in** taking appropriate action to intervene in pupils' underachievement, which is likely to include communication with the appropriate Form Tutor/HOY/SLT member and parent/s.
- **To promote** the use of target-setting and high quality pupil feedback to inform teaching and learning strategies.
- **To ensure** that teachers support pupil progress.
- **To review, analyse and evaluate** results throughout the year and for the examination analysis and subject review meetings, **sharing** the process with the Department so that all are aware of the development points.
- **To ensure** that reporting on pupil progress follows the School's policy.

## 4. Curriculum

- **To work collaboratively with the Department** for continuous self-improvement of Curricular Schemes of Work.
- **To use** areas of strength and expertise amongst the team and beyond SHS to enhance curriculum delivery.
- **To lead, with appropriate consultation**, on changes in specifications and/or exam board.
- **To ensure** that pupils are advised on relevant university courses and maintain subject links with relevant industries, careers and higher education.
- Keep abreast of, and **communicate** to the Department, **changes in policies**, guidelines and other national initiatives.
- **To ensure** compliance with requirements for exam entries and arrangements.
- **To ensure** that written records are kept as appropriate and in accordance with GDPR and the Data Protection Act 2018.

## 5. Co-Curricular

- **To work collectively** as a team, identifying suitable co-curricular activities that enrich the curriculum and broaden the pupil learning experience.



# SURBITON

## HIGH SCHOOL

- **To delegate** the organisation and administration of trips appropriately amongst the team.
- **To monitor and develop/support** the contribution made by members of the team to co-curricular activities.
- **To ensure** accurate and up-to-date information is maintained in relevant co-curricular documentation.

### 6. Values

- **To engage** in on-going personal and professional development in order to provide high quality and innovative educational leadership.
- **To effectively communicate** whole School changes to the team, coaching teachers to develop their understanding and skill base surrounding new learning strategies.
- **To create alignment with the School's values and ethos** to ensure Departmental ownership of whole school strategic development.
- **To ensure** Department compliance with agreed School policies for assessment, recording, contacts with parents etc.
- **To promote** the School's ethos of May Love Always Lead Us and the Best in Everyone.
- **To implement** all school policies.
- **To work co-operatively** with SLT and all colleagues.
- **To promote** the School and its training courses and activities, including participation in external and internal marketing activities.
- **To uphold** the good reputation of the School and of United Learning with pupils, parents and other stakeholders.
- **To ensure** the principles and practices of the School's Equal Opportunities Policy are promoted through the curriculum.

### 7. Staff and Resources

- **To demonstrate** and **role model** constructive leadership behaviours including:
  - Providing encouragement, support and assistance to colleagues at all levels.
  - Managing the performance of all staff in line with current legislation and United Learning policy and procedure.
  - Being aware of and able to positively influence staff morale.
- **To support** staff through coaching and mentoring to be outstanding practitioners.
- **To advise** SLT on staffing requirements, the deployment of Department staff (including technical support staff) and the timetabling of courses, classes and rooms.
- **To ensure** effective Department communication, both informally and through regular Departmental meetings.
- **To participate** in the appointment of Department staff where required.
- **To lead** the Department in the Performance Management and Professional Development of staff, appraising subject staff as agreed with the SLT.
- **To monitor, review and promote** subject staff development (including their own) and the induction of new colleagues, coordinating mentoring, training and support for all colleagues as appropriate.
- **To advise** on financial and resource needs of the subject(s) and manage relevant budgets.
- **To ensure** that both subject-specific and general requirements of Health and Safety policies are met, designating a member of the team to oversee this, to ensure efficient, safe, secure and attractive use of Departmental accommodation, equipment and materials.

### 8. General

- To carry out any such duties as may be reasonably requested.



# SURBITON

HIGH SCHOOL

## Person Specification

**The successful candidate will be likely to fit the following profile:**

### Qualifications

- Good Honours degree
- A postgraduate teaching qualification (QTS desirable but not essential)
- Evidence of further relevant professional development would be an advantage

### Skills

- The ability to lead, inspire, motivate and support pupils and colleagues
- Have a vision for and the ability to translate the Surbiton High School strategy into reality
- The ability to lead a team in a successful and dynamic School
- Excellent organisational, administrative and ICT skills

### Experience

- A proven track record of delivering on academic performance
- Evidence of successful, inspiring and innovative teaching at all levels
- Experience of leading and collaborating with colleagues

### Knowledge

- Up-to-date knowledge of successful and innovative teaching and the latest curriculum developments and initiatives

### Personal Qualities

- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- Positive rapport with pupils
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- A healthy sense of humour

### Attitudes

- An enthusiastic team player with strong leadership qualities
- A reflective and flexible approach and the ability to think creatively and imaginatively
- Organised and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- Committed to Surbiton High School's ethos and strategic vision
- High expectations for pupil attainment, personal development and conduct
- Ambitious and aspirational for oneself and for the School
- Committed to professional development and show a willingness to undertake appropriate training for this role



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HIGH SCHOOL

## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:**

**8:00am, Tuesday 13 April 2021**

**Interviews to be held week commencing:**

**19 April 2021**

*Please note that the School reserves the right to appoint at any stage during the recruitment process.*

*For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



# SURBITON

HIGH SCHOOL

## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*