



**CARDINAL
NEWMAN**
CATHOLIC SCHOOL

Head of Computer Science & ICT

Required for January 2019

**A further opportunity for an additional whole school ICT
responsibility for a suitably qualified candidate**

Application Pack

October 2018



“Knowledge through the light of faith”



CARDINAL NEWMAN CATHOLIC SCHOOL

Sandpits Lane, Keresley, Coventry, CV6 2FR
admin@cardinalnewman.coventry.sch.uk
www.cardinalnewman.coventry.sch.uk
T: 02476 332382 | F: 02476 335626
Headteacher: Mrs M Kelly BSc

October 2018

Dear Candidate

Thank you for taking the time to consider applying for the post of Head of Computer Science & ICT at Cardinal Newman Catholic School.

Cardinal Newman Catholic School is situated in the north-west area of Coventry and was built in 1969. Our school is named after one of England's foremost Catholics, the Blessed John Henry Newman. We are proud to be associated with his love of learning and his strong commitment to providing the best pastoral support for those in his care. Our mission statement "knowledge through the light of faith" is at the heart of all we do. We are a wonderful caring community with strong parish links, working very closely with our five supportive feeder primary schools and families.

We have 1321 students on roll, including 240 in the sixth form, and over 140 staff.

Cardinal Newman Catholic School is a school with great ambitions. If you have ambition, motivation and a passion to see young people succeed, please apply by completing our application form.

We welcome applications from candidates of any or no faith provided they are in support of our Catholic ethos.

The deadline for applications is 9.00am on Monday 15 October 2018. Completed application forms should be sent to suzanne.harris@cncs.school.

If you would like further information or an appointment to visit the school, please contact Suzanne Harris, Headteacher's PA, via email Suzanne.harris@cncs.school or on the number above.

Yours faithfully

Mrs M Kelly
Headteacher



CARDINAL NEWMAN CATHOLIC SCHOOL

THE MISSION STATEMENT AND AIMS OF THE SCHOOL

“Knowledge through the light of faith”

Our Mission is to ensure that Jesus Christ is made known to all our students by placing Christ and the teaching of the Catholic Church at the centre of students' lives.

We endeavour to make known to every student that they are made for greatness because they are a child of God and are uniquely created and loved by God.

Every student is called to live out the gospel values by loving God, others and themselves and by being prepared to always do their best and be the best person they can be.

Our core values are summed up in the following qualities that we hope all of our students at Cardinal Newman School will **ASPIRE to**:

ACHIEVEMENT, SERVICE, PEACE, INTEGRITY, RESPECT, EXCELLENCE

Our Vision and Aims

The vision of education that inspires Cardinal Newman School is always centred on the person. As Pope John Paul II wrote:

“An all-round education seeks to develop every aspect of the individual: social, intellectual, emotional, moral and spiritual.”

Our aims are to ensure that students are given the opportunities to ASPIRE to:

- Achieve through dynamic, creative, innovative teaching and learning
- Serve God, each other and our community
- Peacemakers in our homes, school and community
- Integrity shines through all of our endeavours
- Respect for ourselves, each other and our environment
- Excellence in our learning with positivity and perseverance

“In a Catholic school, the true development of the person, pupils and staff, takes precedence over all other things.” Cardinal Vincent Nicholls



CARDINAL NEWMAN CATHOLIC SCHOOL

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GENERAL INFORMATION

Our Facilities:

Cardinal Newman School was opened in 1969 as a purpose-built comprehensive school for boys and girls aged 11-18. It occupies a beautiful, 37-acre site on the north-west outskirts of Coventry. Over the years we have built up an impressive range of facilities to give our students a wide range of experiences and opportunities.

The school is made up of fourteen single or two storey buildings which provide:

- A separate building for most subject areas.
- A newly opened school hall in 2016 – Pope Francis Hall.
- A state of the art Multimedia Centre.
- Bases for each Year group.
- A chapel for liturgical celebrations and individual use.
- A refurbished library providing books and multimedia support for computer aided learning.
- Eight refurbished Science laboratories.
- A refurbished Design & Technology area.
- A Student Support Centre.
- An extensive fully networked computer system including eight computer suites and departmental based computers.
- A refurbished Post 16 Centre with Lecture Theatre.
- A Music area with rehearsal rooms.
- A large newly refurbished Theatre for Drama and Dance and 2 Drama studios.
- Extensive sporting facilities.
- A Chaplaincy Centre.
- Two cafeteria style dining areas.
- Newly refurbished toilets

THE CATHOLIC LIFE OF THE SCHOOL

Most importantly, our school is a faith community with a strong Catholic ethos. This impacts on all aspects of school life. It is demonstrated particularly by:

- 10% of curriculum time devoted to RE
- The study of RE is compulsory for all students, including Sixth Formers
- Weekly tutor group masses and daily prayer
- Annual Year masses and masses on Holy Days of Obligation and other special occasions.

- Regular support from our priest Chaplain, Father Pat Brennan
- A Lay Chaplain who leads a Chaplaincy Team
- Student retreats at school and residential centres
- Strong links to Diocesan Youth Groups (BCYS)
- Vocations Days
- Lenten activities and a commitment to charitable works
- Opportunities to visit Lourdes

ACADEMIC ORGANISATION

At Cardinal Newman Catholic School teachers work in subject areas with specialist facilities to deliver the best possible education programme for our students. A two-week timetable operates, consisting of twenty five one hour lessons in each week.

Our curriculum caters for students of all abilities at Key stages 3, 4 and 5. We take time to ensure that all of our students are given the opportunity to access courses that are best suited to their learning needs and their future aspirations, whilst also ensuring that they are given as broad and balanced an educational experience as possible. Careers, Citizenship and Personal Development are taught by all tutors through our pastoral programme.

At Key Stage 4 (Years 9-11) students are able to study for a wide range of exams from the traditional GCSEs to the more vocational BTEC qualifications. Students may follow college courses and a number of student take GCSEs in their home language such as Polish.

Cardinal Newman has a thriving Sixth Form and we offer a range of pathways that includes the traditional A Levels and BTECs at both Levels 2 and 3.

Communication is a key factor in the success of any student at Cardinal Newman. To facilitate this, parents have the opportunity to talk to staff and find out about their child's progress at various meetings and visits to the school throughout the academic year.

PASTORAL ORGANISATION

Students are looked after in year groups by a team of tutors led by a Head of Year.

On entering the school, students are placed in one of eight tutor groups. There is close liaison with the feeder primary schools to work out the combination of students in each tutor group. Each tutor group is looked after by a tutor who takes the register and looks after the students on a day to day basis.

EXTRA-CURRICULAR ACTIVITIES

We offer a wide range of extra-curricular activities which enhance the curriculum and broaden students' experiences. Some of those on offer are:

- Sports Teams
- Orchestra and Choir
- Drama
- Competitions

- Drama and musical productions
- Residential experience at Soli House, Alton Castle and Dol y Moch.
- Foreign Trips Abroad e.g. Barcelona, Paris, World Challenge expeditions
- Computer Club
- Various subject trips
- Fund raising for Charity
- Skiing
- Duke of Edinburgh Award Scheme

Successful Drama and musical productions have involved a large number of students from all year groups and have shown an enormous array of talent and commitment. Recent productions have included Little Shop of Horrors and High School Musical.

SPECIAL EDUCATIONAL NEEDS

At Cardinal Newman we believe that all children are of equal worth and have an entitlement to the full range of curricular experiences and opportunities. We try to ensure that all students can access the curriculum by providing a differentiated approach to learning where activities are matched to students' abilities and needs. We hope that this will give all students the opportunity to achieve their full potential.

All students have individual needs, but some have special educational needs related to learning, medical and/or social, emotional and behavioural issues. Such needs may require support from our Student Support Centre. This may involve help with basic literacy or numeracy, development of social skills or behaviour management and may be short term or on-going support.

The mission of the Student Support Centre (SSC) is to ensure that every student with difficulties receives as much help and support as is possible. This support may be for learning, behaviour, medical or personal difficulties. We aim to help all students achieve their potential.



CARDINAL NEWMAN CATHOLIC SCHOOL

Number on roll 1321 (with 240 in the Sixth Form)

Head of Computer Science & ICT

Full-time - Main Professional Scale plus TLR 2C (£6,217)

A further opportunity for an additional whole school ICT responsibility for a suitably qualified candidate

Required for January 2019

Applications are invited for Head of Computer Science & ICT.

We are looking for an experienced and inspirational specialist with strong organisational and interpersonal skills to lead and coordinate the development of Computer Science/ICT.

This will be an opportunity for an ambitious professional to shape the future development of ICT/Computer Science in our school and raise its profile amongst the students.

We are looking for a dynamic and strong leader and your drive and ambition will be to create an outstanding Computer Science and ICT Department. The successful candidate will have excellent subject knowledge and will be able to motivate students through inspirational teaching.

This will be an opportunity to lead Computer Science and ICT, a department that is already driving success across the school, with increasing grades at GCSE Computer Science and ICT and A Level ICT.

With a 37-acre school site, the school has eight fully equipped computer rooms with new computers. Of these, two are completely dedicated to Computer Science & ICT lessons. All rooms are fully equipped with whiteboards and projectors as standard. Students in the school have access to the school system via the Citrix portal and also use Classcharts for homework tasks.

We are a catholic school based in Coventry and are located within easy access of all areas of Coventry and commutable from surrounding areas such as Birmingham, Leamington Spa and Sutton Coldfield.

Completed application forms should be send to Suzanne Harris, Headteacher's PA
Email: suzanne.harris@cncs.school

Closing date for applications: 9am on Monday 15 October 2018

Sandpits Lane, Coventry, CV6 2FR Tel: 024 76332382

This post is subject to an enhanced level of CRB disclosure.



CARDINAL NEWMAN CATHOLIC SCHOOL

JOB DESCRIPTION

Head of Computer Science & ICT

Job Purpose: To provide the professional leadership and management of the Computer Science/ICT curriculum across all key stages and ensure the highest quality of standards.

To provide whole school direction around the implementation of new learning technologies and plan the strategic implementation into the teaching and learning agenda.

TLR: 2C (£6,217)
A further opportunity for an additional whole school ICT responsibility for a suitably qualified candidate

Responsible to: Assistant Headteacher

Duties and Responsibilities:

a) Strategic development and direction of the Computer Science/ICT curriculum

- Taking responsibility for the Head of Computer Science & ICT designated role as given by the Headteacher.
- Encouraging the development of students to participate actively in all aspects of the Computer Science/ICT curriculum, acquiring the skills and knowledge to achieve successfully.
- Develop appropriate programmes of study and their delivery in the light of external government changes.
- Liaison with external Computer Science/ICT Practitioners, clubs and sporting initiatives to provide opportunities to enhance the students' experience.
- Liaison with tutors/Heads of Year and Pastoral Mentors where appropriate to celebrate students' Computer Science/ICT achievements.
- Liaise with the Exams Officer to ensure the administration of all examination programmes within Computer Science/ICT are managed effectively.

b) Teaching and learning

- Set and agree academic targets for each student in liaison with Assistant Headteacher/Deputy Headteacher

- Analysing and using data and other tools to monitor student progress in academic attainment, preparing intervention strategies to tackle under achievement.
- Ensuring the quality of teaching includes excellent learning activities to engage and motivate students to achieve expected progress and attainment
- Ensure that the structures of delivery, assessment and monitoring of the Computer Science/ICT curriculum are in line with school policies and demonstrate the criteria to meet external and internal quality assurance measures.
- To continually review the Key Stage 3, 4 and 5 programmes of study to assess their suitability for both the students and the school.
- To ensure appropriate research into new learning technologies is undertaken and evaluated to assess its suitability for the school.

c) Leading and managing staff

- Organising and leading calendared meetings for the Computer Science/ICT Department
- Liaising with and meeting parents at consultation evenings or whenever necessary
- Liaising with tutors, Heads of House, Pastoral Mentors/Learning Mentors to support students in their learning
- Ensuring that the Leadership Team is kept well informed about all aspects of the Computer Science/ICT curriculum through structured line management meetings
- Facilitating the development of staff professional development
- Chair a termly open group for all staff to discuss the implementation of ICT within the classroom.

d) Efficient and effective deployment of staff and resources

- Create a vibrant and positive environment within the department so that students experience exemplary Computer Science/ICT teaching
- Co-ordinating the systems and resources to support teaching of the different Computer Science/ICT programmes

October 2018



PERSON SPECIFICATION

HEAD OF COMPUTER SCIENCE & ICT

Area	Description	Criteria will be measured by:
Qualifications	<ul style="list-style-type: none"> Degree or equivalent (in Computer Science/ICT or related discipline) Qualified teacher 	Application Form and Qualification Checks Application Form
Catholic Background	<ul style="list-style-type: none"> Support for the Catholic ethos of the school 	References & Interview
Personal Qualities	<ul style="list-style-type: none"> A passion for the teaching of Computer Science/ICT Concern for the achievement and welfare of young people Good time management, organisational and administrative skills A positive attitude to change and a “can do” mentality The ability to work as part of a team The willingness to contribute to extra-curricular activities as an extension of work within the Computer Science/ICT Department 	References & Interview References & Interview References & Interview References & Interview References & Interview References & Interview
Professional Competencies	<ul style="list-style-type: none"> The ability to deliver high quality lessons and proven success as an innovative/creative classroom practitioner An up to date knowledge of the Computer Science/ICT curriculum in all Key Stages Excellent communication skills – both oral and written The ability to lead a group of professionals around the introduction of ICT within their curriculum area The ability to inspire and enthuse young people The ability to use data to inform planning and to monitor progress Knowledge of a variety of software packages and other ICT tools to support teaching and learning The ability to mentor colleagues 	References & Interview References & Interview Application Form, References & Interview Application Form, References & Interview References & Interview References & Interview Application Form, References & Interview
Special Requirements	<ul style="list-style-type: none"> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. 	CRB Checks CRB Checks & References



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T: 024 7633 2382

E: admin@cardinalnewman.coventry.sch.uk

Please refer to our website for further details about our school: www.cardinalnewman.coventry.sch.uk