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Head of ComputER SCIENCE/ICT

INFORMATION FOR CANDIDATES

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## subject Leader: Computing

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| **School** | **The Ongar Academy** |
| **Telephone** | **01277 500990** |
| **Website** | [**www.theongaracademy.org**](http://www.theongaracademy.org) |
| **Salary** | **Main Scale + London Fringe + TLR 2c** |
| **Start Date** | **Easter 2019 (or sooner)** |

### Selection Arrangements - The Process

Thank you for your interest in the post of Head of Computer Science/ICT for **The Ongar Academy**.

We would encourage you to apply for this post on-line via the TES online advert page.

If you are shortlisted, you will be contacted with further details prior to interview. If you are unsuccessful, we will also inform you in writing.

### Closing date: 15 JANUARY 2019

### Interview date(s): ASAP

**Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date, as late applications may not be accepted.**

### Referees

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

* + - One reference from your current employer
    - One reference from your previous employer if employed by them within the last 5 years, otherwise one from another suitable professional.

The Ongar Academy

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### 01277 500990

### Letter from HEADTEACHER

December 2018

Dear Applicant,

Thank you for your interest in the post of Head of Computer Science/ICT at The Ongar Academy. I hope the enclosed pack will be of interest to you and look forward to receiving your completed application.

The Ongar Academy is a new academy, opened in 2015. Our multi-million pound, state of the art buildings are now open and fully functioning. We boast wonderful facilities and we are highly in demand with over 380 applicants for 120 student places each year.

Our motto is ‘Affectare ad Optimum’ – ‘Aspire to Greatness’ and we ask this of all our students and staff. As part of The Ongar Academy team, you will be able to undertake a range of different tasks and be open to continually developing your expertise as part of our wider school investment in staff development.

We pride ourselves in how we develop and nurture our new staff. No matter how much experience you possess, we will sharpen your practice and prepare you well for the next step in your career. We are well known for ‘growing our own’ leaders and some founding staff now follow leadership roles in the school.

You will have a key role in the school as the academy grows and matures, facilitating your subject and assisting the SLT and trustees in the development of the vision for the school.

I hope that you will find this recruitment pack useful.

I would be very happy to meet and talk with you personally if you require any further information.

Yours sincerely

Mr Allan Osborne

Headteacher

**Our Vision**

The vision of our school is epitomised by our mission statement “Inspiring Excellence”.

The school will encourage its students to ASPIRE:

**A**chieve

**S**upport

**P**articipate

**I**nnovate

**R**espect

**E**njoy learning together

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**JOB DESCRIPTION**

FACULTY: Mathematics & Computing

JOB TITLE: Subject Leader

LINE MANAGER: Head of Faculty

**SUBJECT LEADERS WILL BE RESPONSIBLE FOR:**

* Implementing school policies relevant to all year groups within the subject area, including those relating to teaching and learning, behaviour, homework, assessment/marking, literacy, numeracy, ICT, SMSC, STEM and British Values.
* Ensuring that all students’ can (and do) make at exceptional progress within the agreed subject area.
* Ensuring that effective tracking of students’ progress is in place throughout the subject you are responsible for; through accurate identification, any underperformance is supported by effective intervention programmes whose impact is closely monitored.
* Ensuring that the core values of the school are fully expressed by the subject and/or faculty.
* Creating and developing appropriate schemes of learning and lesson plans taking into account the need for differentiation and the inclusion of engagement, progression, ICT, literacy, numeracy, STEM, SMSC. These ensure that the provision of the curriculum meets the needs required by the changes to terminal examinations.
* Assessing students’ progress according to school policy and leading regular standardisation and moderation activities to ensure that assessment is consistent and accurate.
* Keeping up-to-date with curriculum change and providing examination courses that both engage and meet the needs of all learners at all key stages, ensuring they are well prepared for public examinations.
* The monitoring of provision within the subject area, including learning walks and book checks, and ensuring that high quality and meaningful home learning takes place.

* Setting and moderation of internal examinations.
* Moderation of examination controlled assessment and all other work.

**SUBJECT LEADER WILL BE ACCOUNTABLE FOR:**

* The outcomes (includes the attainment, and progress outcomes) reached by all students throughout the agreed subject area, including G&T(High starters) and ‘disadvantaged’.
* Ensuring a consistent high quality of teaching is delivered throughout the subject. No teaching is less than ‘Good’.
* Producing Subject Improvement Plans and Subject Self-Evaluations.
* The professional development of staff within the subject area.

**SUBJECT LEADER WILL ASSIST THE HEAD OF FACULTY IN:**

* The appraisal of staff, as agreed by the Head of Faculty, and the evaluation of the quality of teaching and learning.
* Developing the quality of teaching and learning within their subject by creating links with external bodies/schools and opportunities for good practice to be shared and supporting staff whose practice is not consistently ‘good’.
* The provision of appropriate training.
* Carrying out, following consultation, any other reasonable task determined by the HOF, including deputising in the event of absence if required and representing the Faculty on relevant school working groups e.g. the Teaching and Learning Community.
* Where required the Subject Leader will be responsible to oversee specific areas within the faculty. As such, the Subject Leader will then also follow the duties outlined for another TLR job description.
* Contribute to all Trust-wide policies and expectations (Eg; Cross school and Cross phase working with others)

**ALL STAFF AT THE ONGAR ACADEMY ARE EXPECTED TO:**

* Participate in the performance management and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.
* Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* Ensure that all duties and services provided are in accordance with the school’s/trust’s Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Head of School to carry out appropriate duties within the context of the job, skills and grade.

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

**This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the postholder.**

Recruitment and Selection Statement

1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

3. The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

4. The school will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.

5. The following pre-employment checks will be required:

receipt of at least two satisfactory references\*

verification of the candidate’s identity

a satisfactory Disclosure and Barring Service (DBS) disclosure

verification of the candidate’s medical fitness

verification of qualifications

verification of professional status where required e.g. QTS status (unless properly exempted)

the production of evidence of the right to work in the UK.

***NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.***

\* In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The school will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

6. The school will keep and maintain a single central record of recruitment and vetting checks, in line with Department for Education requirements.

7. The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

8. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School’s Recruitment (Pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

A copy of the School’s Safer Recruitment Policy is available from the school upon request.

The Ongar Academy and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.