

### Curriculum Leader of ICT

<b>Salary range:</b>	<b>TMS/UPS + TLR depending on experience</b>
<b>Number of Hours:</b>	<b>FULL TIME</b>
<b>Temporary or Permanent:</b>	<b>PERMANENT</b>
<b>Closing Date: Monday 6<sup>th</sup> JANUARY 2020</b>	<b>Interview Date: TBC</b>

When staff, students and families walk through our gates and onto our site, they belong to the Whitley Academy Community. In this community, we build meaningful relationships based on trust and mutual respect. Our classrooms, corridors and the school environment are safe spaces where nobody is judged and everyone is valued. In our community, we are proud of our school and committed to supporting all staff and students to "be the best you can be".

An important appointment for the Academy, this is an excellent opportunity for a well-qualified, suitably experienced and enthusiastic teacher to develop their leadership skills in preparation for future leadership roles. We are seeking an inspiring curriculum leader to join our small ICT department from Easter 2020. You will be joining a team of staff at Whitley Academy with a relentless focus on raising attainment and successfully recruiting Y11 students to KS5 courses. This would be a really exciting opportunity for either an experienced teacher or a current second in department, looking to join a forward-thinking school that values the professional development and well-being of its staff. You will have strong subject knowledge and a proven track record of exemplary classroom practice in ICT together with the ability to lead teaching and learning in ICT, to think proactively and work collaboratively in delivering outstanding ICT experiences across the school. If you are someone who is able to demonstrate a creative approach to the delivery of the curriculum and strategies to enable all students to make or exceed their levels of progress, whilst promoting a love of learning in ICT, then we would like to hear from you.

The successful candidate must be:

- An excellent practitioner
- Passionate about teaching and learning in ICT as a discrete subject and across the curriculum
- Committed to making a difference to the lives of pupils,
- Resilient with a strong personal drive,
- Someone who has high expectations of both students and colleagues in their team,
- Values driven and
- Someone who can forge positive relationships with students to encourage great learning in the classroom.

We will offer you;

- A positive and innovative learning culture, where wellbeing and workload are effectively managed,
- A dedicated, highly skilled and committed staff, upholding high expectations of and aspirations for all of our students,
- A strong sense of community and a warm, welcoming workplace,
- Access to the RSA Academies' Teaching School Alliance, which offers high quality training and leadership experiences for all staff, to ensure that everyone is enabled to develop, grow and collaborate,
- PiXL network access, developing new ideas and strategies to impact on student learning and
- A number of additional benefits including a fantastic internal CPD programme built into directed time - fostering excellence in teaching and learning, recently updated ICT facilities in a vibrant modern building, situated in a beautiful location within easy reach of the M40/M6 corridor.

Successful candidates should look forward to working in a challenging and inspiring environment within which there is ample opportunity to lay the foundations for career progression and develop leadership. We are committed to ensuring that every member of our school community is enabled to 'be the best they can be'.

We hope that after considering all the information provided, you will decide to make an application. A reminder that the closing date is **Monday 6<sup>th</sup> January 9:00am**. Shortlisted candidates will be contacted within a few days of the closing date. Whatever the outcome of your application we thank you for the interest you have shown and wish you well for your future career.

Completed applications should be returned to: [vacancies@whitleyacademy.com](mailto:vacancies@whitleyacademy.com)

We are an equal opportunities employer and are committed the safeguarding and promoting the welfare of children. Employment at the Academy will be subject to receipt of satisfactory disclosure from the Disclosure and Barring Service (DBS) in accordance with the Rehabilitation of Offenders Act 1974, Police Act 1997 and the Protection of Freedoms Act 2012.

# Curriculum Leader of ICT

## Job Description

**Job Title:** Curriculum Leader of ICT

**Pay scale:** TMS/UPS + TLR  
depending on experience

**Line Manager:** SLG

**Location:** Whitley Academy

### Job Purpose

To lead the development, implementation, review/improvement of learning and teaching in the ICT department and ICT across the Curriculum.

### Duties and Responsibilities

- To undertake a Curriculum Leader teaching timetable in accordance with the duties of a standard scale teacher.
- To continue to pursue own personal development as agreed with the relevant line manager.
- To act as a form tutor and carry out the duties associated with the role as outlined in the generic job description for that role.
- To play a full part in the life of the school community, supporting its distinctive aims and its ethos, and to encourage staff and students to follow this example.

### Administration

- To work with the line manager for ICT to ensure that work in the curriculum area reflects the school's ethos and maximises outcomes for students at all Key Stages.
- To manage the budget planning and monitoring function of the curriculum area and to ensure that the planning activities in the department reflect the needs of the students and the aims and objectives of the school.
- To ensure that the departments' quality assurance procedures meet the requirements of the school's self-evaluation and the School Improvement Plan.
- To set targets with the line manager for ICT for the ICT department and to work towards their achievement.
- To contribute to lesson observations and undertake Performance Management Reviews, acting as the reviewer for members of the ICT department.
- To be responsible for the efficient deployment of the staff in the department.
- To participate in the delivery of CPD for less experienced members of staff as part of the school's ITT/training opportunities programme.
- To participate in the interview process of prospective members of the ICT department as required and to ensure effective induction of new staff in accordance with school procedures.
- To promote the team ethos within the ICT department and ensure effective working practices are maintained.
- To ensure that H&S policies and practices (including risk assessments) are in line with National requirements and are updated where necessary, liaising with the schools' H&S team.

### Curriculum, Teaching and Learning

- To provide strategic leadership, direction and support for ICT teaching staff, in the planning and delivery of the curriculum, including oversight of the development and implementation of new examination specifications and new department resources.
- To work with colleagues to promote the development of enrichment activities and the wider contribution of ICT to the whole school.
- To promote student uptake of ICT course options at KS5 and enhance student interest in appropriate related careers and further/higher education.
- To create a positive climate for learning, by modelling high quality lesson preparation, delivery and marking, modelling good classroom behaviour management, prompt time-keeping and mutual respect between staff and students.
- To model positive behaviour in and around the department at all times during the school day, to challenge unacceptable behaviour should it occur and to support colleagues where student behaviour is less than acceptable.
- To keep up to date with National developments in ICT and ICT teaching practice.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover is available for cover supervisors.
- To work with the SLG member of staff responsible for the timetable to ensure that the teaching commitments of the department are effectively and efficiently timetabled and roomed.

### **Assessment**

- To monitor all aspects of on-going assessment and oversee the academic progress of students in ICT in line with whole school assessment and reporting policy and practices.
- To be responsible for student preparation for external examinations and for examination entries in the department in liaison with the Examinations Officer/SLG member of staff responsible for exam entries.
- To work with the relevant line manager for ICT, to review examination results and identify strategies for improvement where appropriate.
- To produce reports on examination performance including the use of progress data for all year groups.

### **Communication**

- To lead department meetings and attend wider school meetings as required by the Principal.
- To ensure effective communication with parents of students where appropriate.
- To attend and manage all public forums which promote the ICT department to the wider school community according to the school calendar.
- To liaise with partner schools, primary schools, higher education, industry, examination boards and awarding bodies as appropriate.
- To promote and celebrate the work of the ICT team in the wider school community.

To undertake any other duty as specified by STPCD not mentioned above.

Whilst every effort has been made to explain the main duties required above, each individual task undertaken may not be identified.

All duties and responsibilities must be carried out with due regard to the Whitley Academy Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children. Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

**Responsible to:** SLG

**Date Reviewed:** November 2019

## Curriculum Leader ICT Personal Specification

Essential	Desirable	Evidence
<b>Qualifications &amp; Experience</b> <ul style="list-style-type: none"> <li>• Qualified Teacher.</li> <li>• Good first degree with ICT as the main strand.</li> <li>• Further professional development.</li> <li>• Involvement in CPD activities both as participant and facilitator.</li> <li>• Substantial teaching experience with Secondary aged pupils in ICT</li> <li>• Evidence of successful and varied experience in secondary schools.</li> <li>• Evidence of involvement in the development of ICT curricula.</li> <li>• Evidence of successful outcomes for students recently taught</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of a leadership responsibility within a department or pastoral team</li> <li>• Proven track record of raising educational standards at departmental level.</li> </ul>	Application form, Original Qualification Documents & references
<b>Knowledge &amp; Understanding</b> <ul style="list-style-type: none"> <li>• ICT and National Curriculum requirements at all key stages and an understanding of the importance of ICT skills.</li> <li>• Assessment, recording and reporting of pupils' achievements in ICT and assessment for learning in ICT at KS4/KS5.</li> <li>• Progression issues for pupils from KS2 to KS3; KS3 to KS4, and to Post 16 Teaching and learning strategies, including literacy, numeracy, independent learning and special educational needs to ensure effective learning in ICT classrooms for all.</li> <li>• Equal opportunities/anti-discriminatory practice in the context of the school community.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of the Opening Minds curriculum in KS3.</li> <li>• Vision for the development of ICT across the school.</li> </ul>	Application, references & selection process
<b>Skills &amp; Abilities</b> <ul style="list-style-type: none"> <li>• Communicate effectively</li> <li>• Use a range of data to track individual pupils, set targets and monitor them.</li> <li>• Establish and maintain good professional relationships and to deal with difficult situations sensitively.</li> <li>• Demonstrate key leadership skills and be a team player</li> <li>• Teach ICT to a high standard within a comprehensive ethos</li> <li>• Plan/implement curriculum challenge through well-structured and organised SoW.</li> </ul>		Application, references & selection process
<b>Whitley Characteristics</b> <ul style="list-style-type: none"> <li>• Resilience and initiative.</li> <li>• Passion for all young people's learning</li> <li>• Enthusiastic about teaching and learning in your subject</li> <li>• Positive outlook</li> <li>• Team Player</li> <li>• Advocacy for Whitley Academy students and their community</li> </ul>		Application, references & selection process

### Special Requirements

We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

Updated: November 2019

## Recruitment Guidelines

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

### PRIVACY NOTICE FOR JOB APPLICANTS

Please refer to our Privacy Notices published on our website which explains how we collect, store and use personal data about job applicants. <http://www.whitleyacademy.com/about-us/join-us/as-a-member-of-staff/>

### APPLICATION FORM

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Read the instructions on the application form carefully before completing it. You must complete all parts of the form.

Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

### REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

### SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the School may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children.

### PRE-APPOINTMENT CHECKS - Permission to Work in the UK

Please note that we can only consider applications from citizens who have the right to work in the UK.

### Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

### Proof of Identity

At Interview - In accordance with Safeguarding Children and Safer Recruitment in Education Guidelines, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents.

### Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

**It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.**