REQUIRED FROM SUMMER TERM 2021 ONWARDS

Director of Computer Science

Employment Status	**Full Time • Permanent**
Employment Location	**Framlingham College Senior and Prep School**
Application Closing Date	**Midday Monday 18th January 2021**
Interviews Week Commencing	**Monday 25th January 2021**

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT

Leading Independent Schools
HMC

Framlingham
COLLEGE

Equipping our pupils to thrive as global citizens in their adult world.

Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Director of Computer Science at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are seeking to appoint an outstanding and dynamic Director of Computer Science, where the successful applicant will be responsible for the development and delivery of Computer Science across the Prep School (3 to 13) and the College (13 to 18). The post will suit someone with a passion for turning students into computer scientists and with an inspiring vision of the way in which technology can change lives and prepare young people for an ever-evolving world.

We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits.

A willingness to make a full contribution to the life of a busy boarding school is expected. If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We welcome all applications especially from independent thinkers, creative minds and inspirational individuals and very much look forward to receiving your application.

Best wishes,

Louise North
PRINCIPAL, FRAMLINGHAM COLLEGE

How To **Apply**

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Monday 18th January 2021.** Interviews will be held week commencing Monday 25th January 2021. You will receive an exact date if you are shortlisted for interview. As a busy school, it is not possible for us to offer visits to candidates prior to application. A full tour is included as part of the interview process.

Please send your completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**. All information within your application will be treated confidentially.

References
All successful appointments are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the DBS. Further information can be found within the Guidance Notes.

Employee **Benefits**

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- We offer a generous fee remission for permanent teaching staff. Further details are given at interview.
- Possible accommodation in the first year of employment in order to assist with relocation.
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

Conditions of Service

- The job location will predominantly be Framlingham College Senior School.
- Salary will be paid at the appropriate point of the Framlingham College Academic Pay Scale.
- Framlingham Pension Scheme.
- The position is subject to a two-year probationary period.

Job **Description**

REPORTS TO
Deputy Head (Academic)

SALARY
Commensurate with experience and skills

JOB PURPOSE
This is an exciting post where the successful applicant will be responsible for the development and delivery of Computer Science across the Prep School (3 to 13) and the College (13 to 18). The post will suit someone with a passion for assisting our students and teachers to develop their own computer literacy and capacity to adapt to an ever-evolving world.

KEY RESPONSIBILITIES
This role is a leadership position, demanding strategic vision as well as the ability to manage an academic department. The Director of Computer Science would be expected to continue to allow every Framlingham pupil to become a computer scientist and to establish innovation, invention and technology as unique strengths of the school.

This list below is not exhaustive and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary.

1. **Strategic Planning**

- To work to develop Framlingham College as a market leader in Computer Science with a local and national reputation.
- To develop and maintain the annual Technology Strategy, identifying key opportunities for future investment.
- To promote the use of technology throughout the school and through close liaison with the Heads of Art, DT and other creative and STEM departments.
- To capitalise on the creative potential of coding, VR, 3D Design, computational thinking, photography and web design.
- Providing access for all pupils to technology through Computer Clubs.
- Chair termly Technology Steering Meeting.
- To help market the school as a centre of excellence recognizing its unique curriculum and the enhanced skills and opportunities it can provide for its pupils.

2.   Curriculum Development and Teaching

- Responsible for overseeing Computer Science Schemes of Work from Reception to Year 13.
- Responsible for supporting the delivery of Computer Science throughout the school.
- Responsible for teaching a reduced timetable of Computer Science to A Level and BTEC.
- To keep up to date with national developments in the subject area and specifically with Government policy on examination and curriculum.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- Requirement to be a Tutor.

3.   Departmental

- The day-to-day management of staff and physical resources.
- To provide training and advice to all teachers within the department.
- To be the budget-holder for the Computer Science department.
- To actively monitor pupil progress and implement School Policies and Procedures on Raising Achievement.
- To consider all appropriate national assessment methods (e.g. GCSE, A Level, BTEC, Microsoft).
- To establish a Digital/CS qualification for all pupils (regardless of whether they take CS as an exam option).
- To work with colleagues to formulate aims and plans for the department.
- To ensure that Health and Safety policies updated where necessary, liaising with the School's Health and Safety Manager

4.   E-Learning

- To develop and promote the use of Firefly.
- To provide parents with regular updates on the range of online resources the school subscribes to and provide log in / password details.
- To establish strong links between Computer Science and other departments and encourage increased use of technology across the school curriculum.

5.   Technical and Administrative

- Work alongside the IT Manager and IT Support team to ensure the very best technology provision for staff and pupil use across both campuses.
- Support IT Manager/Head of PSHE with running parent sessions on ICT related matters (and specifically e-safety).
- Provide training and general advice to parents and staff on the use of technology in enhancing teaching & learning.

- To work closely with the technical support team to pool resources and knowledge base in providing the very best opportunities for the children at the very best cost to the school.

6.   General responsibilities

- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

Person **Specification**

QUALIFICATIONS	E	D
Qualifications relevant to the post	✓	

PROFESSIONAL COMPETENCIES & SKILLS	E	D
Possessing excellent and effective classroom management skills	✓	
An inspirational teacher	✓	
A high level of IT Literacy	✓	
Relevant and recent INSET	✓	

| PROFESSIONAL EXPERIENCE	E	D
Ability to teach Computer Science to GCSE, A Level & BTEC	✓	
Knowledge of current curriculum developments	✓	
Understanding of importance of maintaining appropriate documentation	✓	
Involvement with whole school curriculum development		✓
Experience of managing change and improvement		✓
Experience of managing budgets		✓

PERSONAL ATTRIBUTES	E	D
A passion for teaching	✓	
Good interpersonal skills	✓	
Ability to lead, motivate and manage others	✓	
Effective organisational and management skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Enthusiasm for being involved in the life of a busy boarding school	✓	
Motivation to take the subject and department forward and to introduce initiatives	✓	

SAFEGUARDING CHILDREN	E	D
Awareness of safeguarding children issues	✓	
Knowledge of safeguarding children legislation and good practice		✓
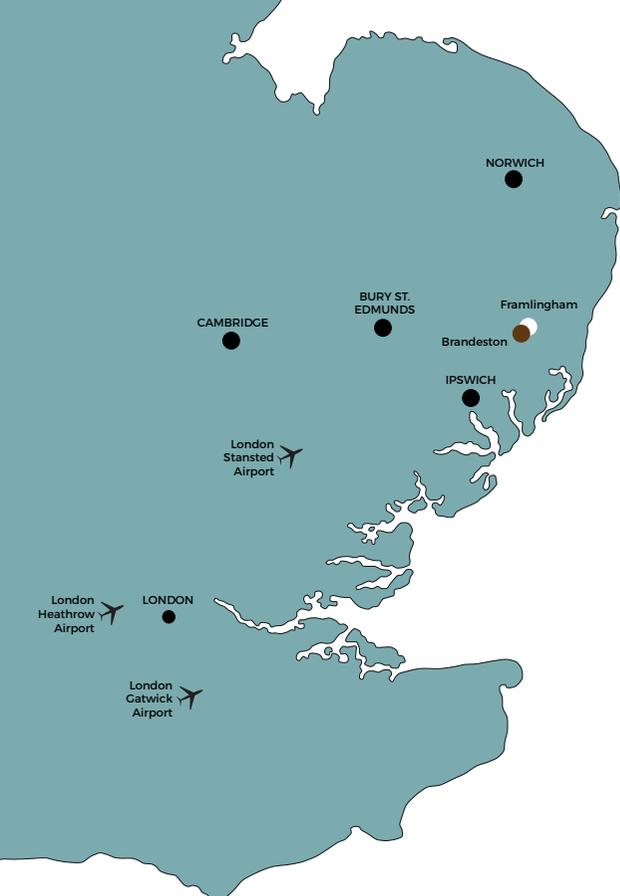
Our **Location**

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About **Framlingham College**

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.