



Higham Lane School
Helping Learners Succeed

Job Specification

Permanent Assistant Subject Leader for Computer Science & ICT

Full-Time or Part-Time

MPR/UPR + TLR2A £2,873 (pro-rata)

January 2022

A recruitment and retention allowance is available to outstanding applicants for this post.



Thank you for taking the time to consider Higham Lane School as your next school. Higham Lane is a large, 11-18 comprehensive academy, set on an attractive site on the Warwickshire-Leicestershire border, easily accessible due to excellent road, train and bus connections.

Achievement in all its forms: artistic, academic, social, cultural, sporting and intellectual is equally valued in our diverse five year, knowledge-rich curriculum. We were extremely pleased to have been rated as Outstanding by Ofsted in May 2019, one of only a small number of schools in England to have achieved the highest rating that year. We are enormously proud to have performed in the top 20% (yes that's top 20%!) of schools in England for student progress at GCSE in 2019. (As you are aware, schools have not published results for 2020 and 2021 due to the pandemic). We are also delighted to have achieved impressive A level results in our high-performing Sixth Form. Our progress figures indicate that our teaching and learning and student behaviour and engagement are excellent! We are also delighted that the Department for Education has given us permission to open a new secondary Free School, Higham Lane North Academy, within the next few years after we have formed a new Multi Academy Trust. In July 2021, we were granted World Class Schools status, one of a very small number of schools to achieve this.

Our school has a strong ethos based on mutual respect between students and staff and very clear expectations regarding students' effort and behaviour. We enjoy an excellent reputation with parents/carers and are always oversubscribed. You will find a happy, caring and purposeful environment at Higham Lane. Students get on exceptionally well, both with each other and with our staff, who take pride in working here. Our students are encouraged to do their very best in every aspect of their lives and to reach the highest standards, irrespective of their ability. We encourage them to "Be the best you can be!"

At Higham Lane, our staff are our most precious resource. We are committed to offering you:

- excellent continuous professional development
- reduced workload
- behaviour for learning that empowers teachers to teach and students to learn
- a range of imaginative approaches to ensure staff wellbeing.

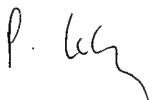
The closing date for applications is: **midday, Monday 11th October**. (If you encounter a problem in meeting this deadline, please contact the School). If you are interested in applying for this post, please complete the application form that you will find on the School's website (www.highamlaneschool.co.uk) and email it to jobs@highamlaneschool.co.uk, indicating in the message title the post you are applying for.

If you would like to have a chat about this post or arrange an informal visit to see our school, please contact Sharan Sahota, Subject Leader for Computer Science and ICT and Whole-School ICT and Online Safety Coordinator, on 024 7638 8123.

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

We really look forward to reading your application!

Yours sincerely,



Phil Kelly
Headteacher





WHY WORK FOR HIGHAM LANE SCHOOL?

EXCELLENT CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

- we are passionate about teaching and learning, always developing our practice and learning from each other!
- our CPD is second to none and highly-regarded by our staff, many of whom often lead sessions themselves. Staff have led presentations for Pixl and Osiris.
- all staff receive regular training in the most effective teaching and learning techniques.
- we provide bespoke career stage training such as NPQSL, NPQML and NPQH as well as Olevi programmes for improving and outstanding teachers as well as outstanding leaders.
- we have expertise in teacher training and formed the Higham Lane School Partnership comprising 13 partner schools across both primary and secondary phases in collaboration with the University of Warwick.
- we are actively leading school-to-school support within our local area, sharing our strong practice and expertise and learning from other schools about their effective approaches.

REDUCING WORKLOAD

- we are committed to reducing teacher workload by always looking to streamline our ways of working, for example in our Feedback Policy, which makes greater use of whole-class feedback, rather than pointlessly marking excessively.
- we value our staff as experts in their subjects.
- staff work very effectively in their subject teams to produce schemes of learning and resources, so that teachers are not wasting time creating their own materials.
- students use Knowledge Organisers for revision during homework and peer-assess themselves in our Do Now knowledge tests, enhancing their subject knowledge and reducing teacher workload.

BEHAVIOUR FOR LEARNING THAT EMPOWERS TEACHERS

- we empower teachers to teach and students to learn!
- students' behaviour is excellent.
- our SLT and Progress Leaders move around our site during every lesson to visit lessons, support teachers and uphold our ethos.
- where students do not behave according to our expectations, we address this promptly.
- parents/carers fully support our Behaviour for Learning Policy.

SAFEGUARDING

- all the staff whom we employ are expected to demonstrate a responsibility for and a commitment to the safeguarding of students. We will offer you regular, high-quality training to enable you to do this effectively.

STAFF WELLBEING

- staff wellbeing is very important to us. We care about each other.
- we ensure a work-life balance in the way we organise our meetings and INSET days and release our calendar before the start of the academic year.
- we ensure emails are used sparingly and only at agreed times.
- we support staff to look after themselves, for example through our health awareness events.
- we get on well together and celebrate our many achievements in a range of social events.

SERVING OUR COMMUNITY

- students play an active part in the running of our school and student voice is important to us.
- we have excellent relationships with parents/carers and value their feedback.
- we actively support our local community through fundraising and supporting local charities such as the Nuneaton Food Bank and Edward Street Food Kitchen.



The Computer Science and ICT Department

STAFFING AND ACCOMMODATION

- The Computer Science and ICT Department has two full-time and one part-time member of staff, one of whom is the Subject Leader and the other two are joint Assistant Subject Leaders.
- We have a range of accommodation including two ICT suites in the main school which are used solely for the teaching of Computer Science and ICT and two others which are shared with the Business Department. We also have access to four ICT suites in our recently built Sixth Form Centre to deliver A-level courses.
- Each member of the Department is provided with a laptop.
- Teamwork is a real strength of the Computer Science and ICT Department. Teachers work closely together on writing Schemes of Learning and sharing practical approaches to teaching each aspect of every course.

KEY STAGE 3

- In Years 7 and 8, students are taught elements of both ICT and Computer Science with the aim of preparing students to go on to study either Computer Science or Creative i-Media/IT at Key Stages 4 & 5.
- Students receive two hours of lessons per fortnight throughout Key Stage 3.

KEY STAGE 4

- In Years 9, 10 and 11, students can opt for GCSE Computer Science or Cambridge Nationals Level 1/2 in Information Technologies (which was introduced in Sept 2021 to replace the Cambridge Nationals Level 1/2 in Creative i-Media course). Students receive four hours of teaching per fortnight for each option subject studied.
- Groups are mixed ability.

KEY STAGE 5

- Student can opt for OCR Computer Science at A-level. Students receive ten hours of teaching per fortnight for each A-level subject studied.

GENERAL COMPUTER SCIENCE AND ICT DEPARTMENT INFORMATION

The Computer Science and ICT Department at Higham Lane School is a committed team of teachers. Our aim is to further increase students' progress and offer students a broad, balanced curriculum, to give them the skills and confidence needed to pursue their chosen further studies and careers. We use a range of strategies to maximise student performance, ensuring teaching and learning is creative, challenging and engaging.

2019 EXAMINATION RESULTS

GCSE COMPUTER SCIENCE

13% of students achieved grades 9-7

68% of students achieved grades 9-4

A-LEVEL COMPUTER SCIENCE

50% of students achieved grades A*-A

100% of students achieved grades A*-C

CAMBRIDGE NATIONALS IN CREATIVE I-MEDIA

(first cohort completed in summer 2020)

Job description

Job Title:

Permanent Assistant Subject Leader for Computer Science and ICT
(full-time or part-time)

Date of Commencement: January 2022

Applications are invited from suitably-qualified, experienced and enthusiastic teachers to teach Computer Science at Key Stages 3, 4 and 5, along with assisting the Subject Leader in leading this key department. Experience of teaching Creative i-Media would also be desirable, but this is not essential and would not prevent suitable candidates from being shortlisted, if they meet the person specification.

Please note that the Assistant Leader aspect of this role is shared with another colleague and, as a result, the teaching and learning responsibility payment is also shared with this colleague.

Responsible to: The Subject Leader

Core Purpose:

To assist the Subject Leader in providing professional leadership and management within the Computer Science and ICT Department to secure high quality teaching in a safe environment, the effective use of resources and continuously improving standards of learning and achievement for all students.

Pastoral responsibilities will include the typical form-tutor duties such as registration, monitoring progress and behaviour, checking uniform and Student Organisers, and reporting and liaison with other staff as necessary.

General Duties and Responsibilities

The expectations and duties of a Standard Scale Teacher at Higham Lane School are set out in the national Teachers' Standards, which can be found at: <https://www.gov.uk/government/publications/teachers-standards>

Pastoral responsibilities will include form tutor duties such as registration, monitoring progress and behaviour, checking uniform and student organisers and reporting and liaison with other staff as necessary.

Please note our clear expectations regarding **personal and professional conduct of staff and the safeguarding of students:**

- To have total regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- To have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards in their own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Specific Duties and Responsibilities as an Assistant Subject Leader

a. Support high quality Teaching and Learning

- Coordinate the writing and review of short, medium and long-term Schemes of Learning and differentiated resources in Key Stage 3, 4 and 5, ensuring this curriculum is suitably broad and balanced and covers awarding body specifications and/or the National Curriculum for Computer Science, Information Technology and Creative i-Media, as appropriate.
- Advise on and lead staff in professional learning on effective teaching and learning.

b. Support high quality Marking, Feedback, Assessment and Reporting

- Support staff to follow the School's Marking and Feedback Policy.
- Coordinate the accurate and timely assessment of the work of students and ensure relevant assessments are loaded onto the Computer Science and ICT Department and Whole-School Data Systems by agreed deadlines, so that they can be reported to parents.

c. **Contribute to quality assurance and self-evaluation** by taking part in paired learning walks, book looks, data analysis, Computer Science and ICT Department SEF completion and so on and use this analyses to identify effective practice and areas for improvement to be addressed in professional learning.

d. **Contribute to the strategic direction and development of the subject** by supporting the Subject Leader in creating, monitoring and reviewing the Department Development Plan (DDP).

e. Carrying out other agreed responsibilities within the Computer Science and ICT Department including:

- Carrying out the appraisal of teachers from the Computer Science and ICT Department.
- Acting as Subject Mentor to ITT (PGCE or School Direct) students or Newly Qualified Teachers, as appropriate.
- Assisting in operating the Behaviour for Learning system within the Department.
- Assisting the Subject Leader in ensuring effective departmental communication, including taking meeting minutes and contributing to departmental newsletters.
- Attending the half-termly Subject Leaders and Assistant Subject Leaders meetings with all other middle leaders and members of the Senior Leadership Team (SLT) across the School.
- Supporting the Subject Leader in ensuring effective Safeguarding within the Department and its extra-curricular activities.
- Co-ordinating extra-curricular opportunities for students in Computer Science and ICT Department.
- Responsibility for monitoring and ordering stock.

Deputising for the Subject Leader when he/she is absent, for example in liaising with staff, setting work for absent colleagues, speaking to students and communicating with parents/carers.

Please note that the precise responsibilities associated with this role will be negotiated with the successful candidate based upon his/her strengths and areas of interest.

Person Specification for Permanent Assistant Subject Leader for Computer Science and ICT (part-time or full-time)

1= application form; 2= selection day activities; 3=documentary evidence.

Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	
Qualifications	E	Degree level qualification. Qualified Teacher Status.	1,3
Experience	E	Experience of teaching Computer Science at KS3	1
	E	Experience of teaching Computer Science at KS4	1,2
	D	Experience of teaching Cambridge National Creative i-Media at KS4	1
	E	Experience of teaching Computer Science at KS5	1
Knowledge and understanding	E	Of the National Curriculum for Computer Science.	1,2
	E	Of one or more KS4 specifications.	
	E	Of an A-level specification	
	E	Of a range of effective, differentiated teaching and learning, assessment for learning and marking and feedback techniques.	
	E	Of how to make secure judgements relating to student progress and performance.	
	D	Of how to use ICT to enhance teaching and learning and raise standards.	
	E	Of the Teachers' Standards	
	E	Of how to effectively safeguard students, including the requirements of 'Keeping Children Safe in Education'.	
Professional Skills and Attributes	E	The ability to motivate, influence and challenge all students to achieve their best performance.	
	E	The ability to consistently deliver 'good' or 'outstanding' lessons based on the latest OFSTED criteria.	
	E	The ability to assess students' work and offer them feedback in line with the School's Marking and Feedback Policy.	
	E	The ability to ensure excellent Behaviour for Learning of students.	
	E	The ability to be well-organised, keep efficient records and meet deadlines.	
	E	The ability to communicate effectively.	
	E	The ability to work effectively as a member of a team.	
	E	The ability to take responsibility for your own professional learning.	
	E	Energy, enthusiasm, commitment and perseverance.	
Health and Attendance	E	A good health and attendance record.	



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