LET EDUCATION TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

THE HOLLINS

HEAD OF COMPUTING AND BUSINESS

RECRUITMENT PACK

WELCOME FROM THE CEO

Dear Applicant,

Thank you for showing an interest in the post of Head of Computing and Business Studies at The Hollins. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residentials, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

We play a part in Initial Teacher Training as part of our remit through the Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

I will be retiring from the post of CEO at the end of August, after four and a half years and my successor, Jeniffer Sing, currently Director of Education at All Saints Multi-Academy Trust in Liverpool, will be taking up the post.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at www.let-edu.org and more about The Hollins at www.thehollins.com

I wish you all the very best with your application.

Steve Campbell
CEO
LET Education Trust

WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in the Head of Computing and Business at The Hollins. We are a fully comprehensive school serving a diverse community across Accrington and beyond. Many of our pupils face significant challenges, yet we are proud of the progress they make, thanks to the dedication of our skilled and caring staff. We are committed to supporting all learners, especially those who are vulnerable or have additional needs, and we offer a wide range of opportunities both in and out of the classroom. Professional development is a key priority for us, and all staff are encouraged to keep growing, whatever their level of experience.

This position has arisen due to the promotion of the current Head of Department. The outgoing Head of Department has been effective at ensuring pupils are taught courses that suit their skills and interests, and that lead to appropriate progression. We currently have courses running in computing and iMedia as well as business at KS4. Results have been variable over the last few years, so we are looking for someone innovative who will build on the positive results and help stabilise them.

Working as part of a multi academy trust supports collaboration with other professionals and helps us enhance our practice. As part of the inclusive LET Education Trust, we are committed to investing in the future of our young people.

Please don't hesitate to get in touch if you'd like to drop by for a tour or just have an informal conversation.

We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,
Mrs H Dougan
Acting Headteacher

SAFEGUARDING AT THE HOLLINS

LET Education Trust has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks-they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

SUPPORT FOR OUR STAFF

Looking after our mental health
We have staff who are trained mental health first aiders who are ready, willing and able to support staff. You can also have look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

Quality staff professional development
We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

Measure and respond to staff voice
Our questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

Quality behaviour systems in place
Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely Important for the smooth running of the school.

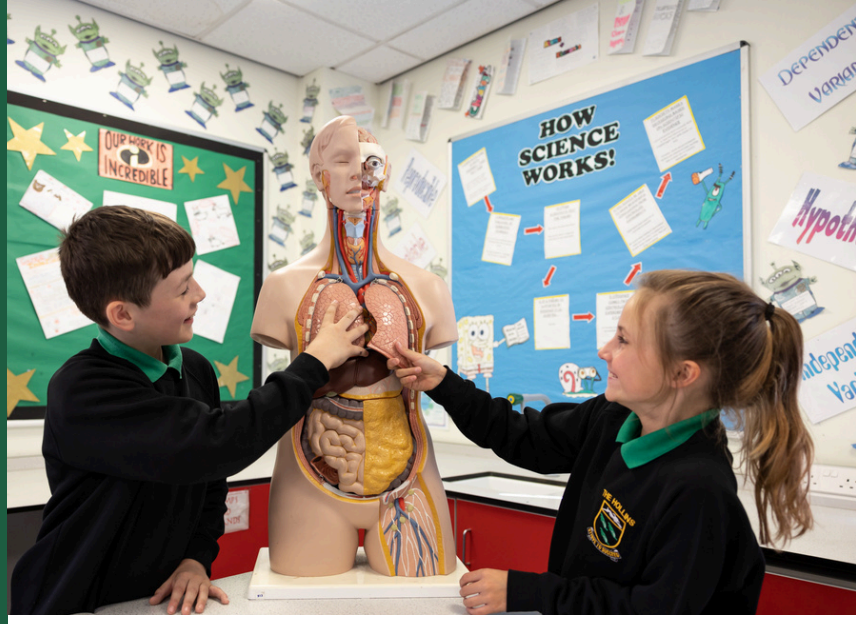
Driving down unnecessary workload
We strive to ensure that we support the DfE workload reduction with suggestions like ensuring that our calendar reflects generous department an CPD opportunities, not submitting regular lessons plans, no expectations that all staff will mark in a specified manner, and only collecting data that is purposeful and used multiple times.

The aim of the Computing and Business Faculty at The Hollins is to develop confident, independent, and resilient learners who can understand, question, and shape the digital and economic world around them. Through the development of computational thinking, creativity, and commercial awareness, pupils are encouraged to become thoughtful problem-solvers who can apply their learning to unfamiliar and real-world contexts.

Computing and Business are fundamental to modern life and increasingly central to future study and employment. We aim to equip all pupils with the knowledge and skills required to navigate a rapidly changing digital landscape and to understand how businesses operate, make decisions, and respond to customers and markets. Pupils are supported in recognising that technology and enterprise influence everyday life, from the apps they use to the organisations they interact with.

Our curriculum is designed to be ambitious, coherent, and inclusive, building securely on prior learning and enabling pupils to plan, implement, and evaluate solutions with confidence. Lessons are carefully structured to challenge pupils intellectually while fostering resilience, encouraging them to learn from mistakes and refine their thinking. Across both subjects, pupils are encouraged to work independently and collaboratively, think critically about information, and justify their ideas clearly.

We believe Computing and Business are best brought to life through meaningful, applied experiences. Pupils are given opportunities to engage in innovative projects, enterprise activities, and links with local and national businesses, enriching their understanding and developing the skills needed for the 21st century. Through this approach, we aim to inspire curiosity, ambition, and a strong sense of purpose, ensuring all pupils are well prepared for life beyond The Hollins.



TERMS OF CONTRACT

- Job Title: Head of Computing and Business
- Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
- Grade: MPR1 to UPR3 (TLR2.3)
- Annual salary £32,916 to £51,048 (£8,219)
- Contract type: Permanent / Full Time
- Start date: 1 September 2026

HOW TO APPLY

Applications should be submitted using the forms available on our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role. Your letter and complete application form should be returned no later than the specified closing date and returned to recruitment@thehollins.com

- Closing date: Monday 20 April 2026, 12 noon.
- Interview date: w/c Monday 4 May 2026

JOB DESCRIPTION

Job Purpose
The following goals outline the core expectations for this position.

1. To be responsible for the leadership of the Computing / Business department
2. To be accountable to an SLT Line Manager for the progress and attainment of pupils in Computing, iMedia and Business.

Core Tasks

1. To fulfil the expected role of a main scale teacher.
2. To fulfil the role of a Form Tutor.
3. To be accountable for the quality of teaching and learning within the department.
4. To identify underachieving pupils and provide interventions to help them achieve their potential.
5. To manage the staffing of the department in liaison with the appropriate SLT member.
6. To be responsible for the development of the Computing/Business/iMedia curricula at KS3 and KS4.
7. To be responsible for the Computing/Business/iMedia examinations and assessments in conjunction with the Exams Officer.
8. To keep abreast of changed and adaptations such as A.I and to ensure pupils are taught to use these safely and to recognise associated issues.
9. To lead on maintaining an online safety policy.
10. To act as appraisal line manager for agreed members of staff.
11. To attend Head of Department meetings and others as appropriate.
12. To manage the department budget effectively.
13. Where appropriate, to manage the mentoring of ITT students.
14. Where appropriate, to manage the support and guidance of work placement students and volunteers within the department.
15. To facilitate the provision of extra-curricular opportunities to meet the needs of all groups of pupils.

JOB DESCRIPTION CONTINUED

School

1. To carry out duties in accordance with school-based policies and health and safety procedures / policies.
2. To contribute to the provision of an effective environment for learning.
3. To support the promotion of positive relationships with parents and outside agencies.
4. To engage in the school's appraisal scheme.
5. To take care for their own and other people's health and safety.
6. To be aware of the confidential nature of issues.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Duties may be modified or interchanged by the Headteacher to meet evolving requirements, consistent with the grade of the post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience	• Qualified teacher status • Good honours degree or equivalent • Evidence of leadership development • Successful experience as head of computing or appropriate training / experience in preparation for the post. • A track record of successful teaching with evidence of enhancing pupil achievement both in your own classes and across the school. • Outstanding ICT skills. • An ability to lead and be part of a team. • Assessment, data analysis and target setting.	• Evidence of further subject-based professional development. • Departmental development planning. • Departmental self-evaluation.
Teaching	• Evidence of good classroom practice. • Good understanding of effective and engaging teaching methods. • The ability to engage, enthuse and motivate pupils. • Experience of teaching KS3 and KS4. • A good knowledge and understanding of current curricular developments in computing / Business / iMedia. • The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all pupils.	• An understanding of current educational initiatives, including national priorities and legislation. • Willingness to teach another subject (Business if possible). • Evidence of improved pupil outcomes.
Professional Attributes	• A genuine belief in the value of every child. • To be aspirational for every child.High personal standards and high expectations of themselves and others. • The ability to relate well to all members of the school community. • A sense of humour. • A flexible approach to school life. • Excellent communication skills.	
Other	• A commitment to safeguarding and protecting the welfare of children. • A commitment to excellent attendance. • A commitment to health and safety. • A commitment to equality and diversity. • A strong belief in the importance of extra-curricular activities and a willingness to be involved. • The ability to manage time effectively and prioritise work.	

THANK YOU