

The people behind  
the magic.



**HONLEY**  
HIGH SCHOOL



JOIN OUR TEAM

# Head of Computing, ICT & Business

**Salary:** MPS/UPS plus TLR2b £5,348

**Contract:** Full time, Permanent

**Closing Date:** Friday 17<sup>th</sup> May 2024 at 9.00am

**Interview:** w/c Monday 20<sup>th</sup> May 2024

**Start Date:** 1<sup>st</sup> September 2024



**Together**  
Learning Trust

## THE SCHOOL

# Exceptional opportunities, exceptional outcomes



We are proud of the high quality education we offer at Honley. We are traditionally one of the highest performing schools in the region and this is directly attributable to the hard work and dedication of our entire staff team. We want our children to be the best that they can be and so there is a continual drive to develop and improve as professionals. As Ofsted stated following our last inspection: *"Pupil outcomes are good because teachers have high expectations of what children can achieve and plan interesting tasks that engage pupils in their learning."*

But these crucial years of adolescence are about more than exceptional performance in examinations. The world is changing more rapidly than any one of us can predict, and if our children are to thrive, they will need to develop personal skills and qualities alongside their academic qualifications. They will need a questioning mind, perseverance and resilience. They will need to be adaptable, creative and self-disciplined. These attributes are hard to measure but equally important, and we see it as our duty to develop students' character, as well as pursuing academic excellence.

We are nationally recognised for our sporting achievements and have a proud and enviable record in technology, drama and the creative arts.

Honley High is a fantastic place to work and learn and we are always aiming to develop even further. We live by our school motto. The quality of every interaction we have with students and staff establishes a culture where everyone can 'strive for the highest' and achieve great things.

We are looking for an extraordinary individual to join our school and really make a difference in the lives of our young people.

**Liz Lord, HEAD OF SCHOOL**



*"I am pleased that the school has such high standards and expectations for the children and encourages them to meet these at all times; this sets the children up for later life. Whilst striving for these standards, the school maintains a nurturing environment."*

**- PARENT COMMENT**

EXPLORE MORE



[www.honleyhigh.co.uk](http://www.honleyhigh.co.uk)



HonleyHighSchool



@HonleyHighUK



# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Head of Computing, ICT & Business

Are you a passionate, hardworking and focused teacher who understands how to build a culture and ethos that promotes excellence, equality and high expectations of all pupils? Do you believe that you can secure outstanding outcomes for all students in a safe, vibrant, and happy school? Are you passionate about Business & Creative iMedia as well as Computing & ICT and making this accessible to all students? If this sounds like you, we'd love to hear from you.

### What will you get in return?

This is a fantastic opportunity to assist in leading a creative and friendly team under the direction and with the support of the Senior Leadership Team and Head of School at Honley High School.

You will also benefit from fantastic support from the central Trust team, the school improvement team, and your fellow leaders of the other schools in the trust. With expertise on hand to support you in areas such as curriculum design, you're free to do what you do best at this wonderful school. At Honley you'll find a strong foundation where you can make a real difference to the lives of up to 1300 children and young people and our local community.

### What the role involves in a nutshell:

- Provide clear, cohesive leadership and direction in the department by motivating teachers and those supporting in the classroom to develop innovative strategies to enhance the quality of learning, teaching and achievement.
- Provide and showcase highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress

### Benefits

- Automatic enrolment to the Teacher Pension Fund
- Staff development through appraisal and CPD
- Free Parking
- An onsite Gym
- Cycle to work scheme
- Access to our Employee Assistance Programme
- Regular well being activities
- Regular social activities and sport
- Collaboration with Trust colleagues in similar roles
- Working as part of a creative and supportive team who want the best for all of our students

If our school sounds like a place in which you could really make a difference, then we'd love you to join us.



## JOB DESCRIPTION

# Head of Computing, ICT & Business

<b>Responsible to:</b>	<b>Senior Leadership Team</b>
<b>Responsible for:</b>	<b>Class Teachers</b>
<b>Scale/Salary</b>	<b>TLR 2B</b>
<b>Main Purpose of the role</b>	<p><b>In the role of Head of Department for ICT, Computing and Business you will:</b></p> <ul style="list-style-type: none"><li>• Play a key role in leading ICT, Computing and Business to ensure outstanding outcomes for students in all areas of teaching and learning, curriculum provision, standard of attainment and behaviour and safety within the curriculum area.</li><li>• Communicate clear purpose and vision for developing ICT, Computing and Business across the curriculum to colleagues within your department and within the school.</li><li>• Provide clear, cohesive leadership and direction in the department by motivating teachers and those supporting in the classroom to develop innovative strategies to enhance the quality of learning, teaching and achievement.</li><li>• Provide and showcase highly engaging, relevant and innovative learning opportunities at all key stages to ensure students make exceptional progress in ICT, Computing and Business and are provided with the key skills they need to be successful in both the school and their future lives.</li><li>• Promote the achievement of high standards through effective teaching and learning within ICT, Computing and Business areas, including preparation, evaluation and action planning.</li><li>• Ensure the implementation of the intervention model, following every data collection cycle across the department.</li><li>• Implement the ICT, Computing and Business Department Development Plans to secure continuous improvement and quality outcomes for all students.</li><li>• Receive and act on feedback to continually build on the strengths and improve personal performance within the school systems.</li><li>• Take into account and constantly review school contextual factors and prior attainment when planning and teaching lessons.</li><li>• Model the vision and values of the school.</li><li>• Demonstrate outstanding teaching and learning through your own practice and through the leadership of others.</li><li>• Carry out the professional duties of a teacher as circumstances may require and in accordance with school and Trust policies.</li></ul>

<p><b>Main Duties &amp; deliverables</b></p>	<ul style="list-style-type: none"> <li>• Teach students as well as carrying out associated pastoral and administrative duties in accordance with the aims and objectives of the school.</li> <li>• Lead the development of ICT, Computing and Business both in the classroom and across the school.</li> <li>• Ensure teachers in your department consistently deliver good or better lessons and maintain positive learning environments.</li> <li>• Work with Senior Leaders within the school and Trust to implement the long-term vision for ICT, Computing and Business.</li> <li>• Work within the Trust to plan schemes of learning and lessons for ICT, Computing and Business at the relevant key stages (3 and 4) which are engaging and relevant to students' needs and interests.</li> <li>• Develop new innovative approaches for learning, utilising ICT and new resources.</li> <li>• Track and monitor student progress across your department.</li> <li>• Ensure marking is regularly carried out in your department in accordance with school marking policy and use assessment for learning to regularly share levels of achievement with students and parents.</li> <li>• Report regularly to your line manager on current department outcomes and develop intervention strategies to continually improve the department to achieve outstanding results.</li> <li>• Support and promote the professional development of teachers, providing training, mentoring and coaching where appropriate.</li> <li>• Maintain the highest standards of professionalism and consistently apply school systems.</li> <li>• Monitor and evaluate the ICT, Computing and Business curriculum.</li> <li>• Support curriculum innovation within the school and across the Trust.</li> <li>• Provide a comprehensive departmental extra-curricular offer for students at all key stages.</li> <li>• Carry out any other additional duties as may be required from time to time by the Headteacher.</li> </ul> <p>You will develop and enhance Leadership and Management in ICT, Computing and Business by:</p> <ul style="list-style-type: none"> <li>• Work within the Trust in developing and reviewing syllabuses, resources, schemes of learning, marking policies, assessment and teaching and learning strategies in the department.</li> <li>• Overseeing day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.</li> <li>• Actively monitoring student progress and ensuring appropriate intervention is put in place.</li> <li>• Working with the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• Being responsible for the efficient and effective deployment of the department's support staff.</li> <li>• Undertaking Performance Management Review(s) and to act as reviewer for a group of staff within the designated department.</li> <li>• Making appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the cover</li> </ul>
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supervisor / relevant staff to secure appropriate cover.

- Participating in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- Being responsible for the day-to-day management of staff within the designated department and acting as a positive role model.
- Managing the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down, including allocating the department budget.
- Maintaining departmental tracking data with evidence of intervention and impact.
- Championing best practice, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.
- Disseminating information from Head of Department meetings.
- Ensuring that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan.
- Being the first line of contact for parents and carers concerns with regard to their child's performance and well-being.
- Ensuring that the department supports the school's implementation of all current statutory requirements e.g., SEN, Child Protection.
- Liaising with partner schools / academies, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- Ensuring the behaviour management system is implemented in the department so that effective learning can take place.

You will develop and enhance Teaching and Learning in ICT, Computing and Business by:

- Being accountable for the development and delivery of the department's curriculum.
- Keeping up to date with and responding to national developments in ICT, Computing and Business and teaching practice and methodology.
- Devising, implementing and monitoring schemes of learning to ensure they focus on consistent and effective learning and teaching to produce progression for all, including appropriate differentiation.
- Monitoring the quality of learning and teaching across the department through the use of observation, work scrutiny, student data and student voice.
- Taking account of and reviewing school contextual factors (including SEND) and prior attainment when planning and teaching lessons.
- Reflecting on the success of teaching strategies, individual lessons and programmes of study in meeting the needs of students.
- Taking part in coaching and mentoring programmes to support colleagues and develop their own practice.
- Striving for outstanding lessons across the department.
- Providing good quality assessment using formative and summative methods in conjunction with the school's assessment policy.
- Ensuring adaptation and personalisation of learning for all students.

You will develop and enhance Assessment and Monitoring in ICT, Computing and Business by:

- Ensuring accurate assessments are made for all students and that standardisation is undertaken across the department.
- Ensuring all staff feel confident in the accurate assessment of students' progress through departmental moderation procedures.
- Ensuring that the intervention model is implemented across the department.

	<ul style="list-style-type: none"> <li>• Ensuring that targeted intervention is put in place for all students who are not predicted to achieve their target grade.</li> <li>• Attending and contributing to the Raising Attainment Group (RAG) meeting, ensuring any resulting intervention strategies agreed are implemented to a high standard by the ICT, Computing and Business team.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.</li> <li>• You will participate in training and other learning activities and performance development as required.</li> <li>• You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.</li> <li>• You will ensure strict confidentiality in all areas of work.</li> <li>• You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).</li> <li>• You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).</li> <li>• You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.</li> <li>• You will always comply with the Trust's policies and procedures.</li> <li>• You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.</li> </ul>
<b>Expected Behaviours</b>	<ul style="list-style-type: none"> <li>• Support the ethos, vision, principles and values of the school.</li> <li>• Treat colleagues, students and all members of the community with respect and consideration.</li> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.</li> <li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> <li>• Ensure you abide by the teaching standards within your assigned curriculum area, highlighting outstanding practice in the classroom and acting as a role model to all staff.</li> <li>• Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers.</li> <li>• Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.</li> <li>• Read and adhere to School polices and implement School improvement plans.</li> <li>• Participate in the development and management of the school by attending various team and staff meetings.</li> <li>• Undertake duties as prescribed within the school's policies.</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>• Be proactive and take responsibility for matters relating to health and safety.</li> <li>• To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students follow this example.</li> </ul>



<b>Other specific duties</b>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
<p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p>	

# Head of Computing, ICT & Business

To be assessed through application, reference and interview.

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		
Good degree in an appropriate discipline related to ICT, Computing and Business	✓	
Teaching qualification together with Qualified Teacher Status (QTS)	✓	
<b>Knowledge, Skills and Experience</b>		
Strong and secure subject knowledge in Computing up to GCSE	✓	
Strong and secure subject knowledge in OCR Creative iMedia		✓
Evidence of good student examination results	✓	
Recent and relevant teaching experience	✓	
Experience of assessment at key stage 3 and 4	✓	
Awareness of the strategies available for improving the learning and achievement of all students	✓	
Good understanding of curriculum developments in ICT & Computing	✓	
Experience of leading a team	✓	
Excellent classroom practitioner that can model best practice	✓	
Able to use a range of teaching and learning strategies	✓	
Understands how assessment for learning can improve student performance	✓	
Understands principles of quality learning, teaching and assessment including School review and self-evaluation	✓	
Able to apply effective practice and research evidence to improve outcomes	✓	
Confident in the use of standard ICT packages and how these can be used to enhance student learning	✓	
Able to use student level data to raise standards	✓	
Able to work independently and collaboratively as a member of a team	✓	
Strong enthusiasm for your subject area	✓	
Creative in problem solving together with willingness to take on and try new approaches and ideas	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential safeguarding issues	✓	
Able to communicate both orally and in writing to students and their parents/carers	✓	
Able to communicate high expectations to all students	✓	
Willingness to share good practice across the department and beyond	✓	

Strong ICT skills including SMART board or Promethean		✓
Curriculum design and management		✓
<b>Personal Attributes</b>		
A commitment to inclusive education	✓	
Ability to build positive working relationships with students, colleagues and parents	✓	
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, punctual, tolerant and determined	✓	
Empathetic leader - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	

## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role, or have any questions ahead of making a formal application, we'd be delighted to hear from you. Please contact our Personal Assistant to the Senior Leadership Team Nicola Pogmore via [n.pogmore@honley.tlt.school](mailto:n.pogmore@honley.tlt.school) who will be able to arrange this.

If you're ready to apply, please complete our application form and return it to [recruitment@tlt.school](mailto:recruitment@tlt.school) by the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2023.