



HEAD OF COMPUTING & IT RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





COUNDON COURT SCHOOL



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

Chris Heal, Principal

JOB TITLE:	HEAD OF COMPUTING & IT
OPPORTUNITY:	<p>We are seeking to appoint an outstanding and motivated teacher to lead our Computing & IT Team. You will provide the professional leadership management and co-ordination needed to ensure the department can provide all students with high levels of personal achievement through the delivery of highly effective teaching and learning.</p> <p>You will create a shared vision and ambition across the subject team and ensure a coherent approach to planning and delivery. You will drive to create exceptional experiences and you will have an aptitude for working with students to overcome barriers to learning.</p>
REPORTING TO:	Assistant Principal
LOCATION:	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust
SALARY:	TMS/UPS + TLR1a
BENEFITS:	<ul style="list-style-type: none">• Competitive rates of pay• Extensive professional development opportunities across the Trust• Career pathways across the Trust• Teacher/Local Authority Pension Schemes• Online retail discount• Employee Assistance Programme• Family Friendly policies to support family & carer commitments• Flexible Working Arrangements

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



Job Purpose

To lead and coordinate the development, implementation, review and improvement of the teaching and learning across the team to ensure each student thrives and that attainment and achievement is secured at all key stages in line with school and external requirements.

To create a shared vision and ambition across the subject team and ensure a coherent approach to planning and delivery.

Duties and Responsibilities

Strategic direction – Learning Teams

- Ensure that the schools priorities are addressed in the subject teams forward planning frameworks and schemes of work.
- Ensure that short, medium and long term curriculum plans exist and that these cover statutory and best practice requirements and take account of future developments.
- Secure and utilise all information available to inform the subject SEF and to ensure that this informs strategic planning and team member professional development.

Teaching and Learning – Learning Teams

- Ensure that the subject curriculum is relevant and engaging with vocational and academic provision and that it secures progression and appropriate accreditation opportunities across the ability range.
- Ensure that short, medium and long term curriculum plans exist from which subject team members can draw down effective lesson plans.
- Monitor and review team members' delivery of curriculum plan on an informal and formal basis in line with whole school policy.
- Support and guide team members to select the most appropriate teaching and learning methods to meet the needs of all students.
- Lead on the integration of strategies with respect to literacy, numeracy, ICT, vocational learning, functional skills and learning competences to ensure each student thrives and the team delivers the school's priorities.
- Ensure up-to-date assessment information (both formative and summative) is held on individual students and for each cohort, including achievements, rewards, parental contacts, exclusions and lead on the management implications of such information to improve pupil learning and attainment at all Key Stages against target data.
- Ensure that all students make good progress and that the subject delivers provision and attainment for Gifted and Talented, SEN and Vulnerable students.

Leadership:

- Lead and coordinate the subject team in developing and setting appropriate personal targets so that professional learning and development needs are identified and addressed through the school's professional review framework.
- Ensure performance management requirements are implemented and appropriate pay recommendations made.

- Lead the development, implementation review and improvement in the links between home and school and the pastoral and support frameworks to ensure individual students engage successfully with their learning.
- Provide information as required to the School Leadership Team and other appropriate staff with respect to the subject team and the students it is responsible for.
- Ensure that each subject's resourcing needs are identified and that the budget allocation is managed in the most cost effective way possible.
- Ensure that all health and safety requirements for the subject team are understood, accounted for and met.

Other professional requirements:

- Take responsibility for a range of curricular events that ensure students have real chances to experience a full range of learning opportunities, beyond the subject classroom.
- Establish and maintain effective working relationships within the wider team and also with other colleagues and clients / partners of the school.
- To help lead the development of digital learning within the subject team.
- To be responsible for continuous professional development of yourself and each subject team member.
- Participate as required in meetings with colleagues in respect of the posts duties and responsibilities.
- Any other duties and responsibilities within the range of the salary grade.



PERSON SPECIFICATION

	Requirements	Measured By
Education and Qualifications	<ul style="list-style-type: none">• Must have QTS (Qualified Teacher Status).• Substantial experience of working in the secondary sector.• First degree or Certificate of Education.• Evidence of further professional development	Application Form Certificates
Skills & Abilities	<ul style="list-style-type: none">• Effective communicator with staff, students and parents.• Use of range of data to track individual students, set targets and monitor them.• The capacity/ability to establish and maintain good professional relationships and to deal with difficult situations sensitively, lead and be a team player.• The ability to teach the subject effectively in a comprehensive ethos.• The ability to use ICT to support planning, delivery and administration through use of standard ICT packages• High expectations of personal performance and a commitment to one's own learning and of pupils' success.• A belief that schools can make a difference.• Able to think strategically, forward plan and contribute to whole school priorities.	Application form Interview
Experience	<ul style="list-style-type: none">• An appreciation of the importance of establishing and developing a good professional working relationship with students' parents and where appropriate with Governors, the local community, partner schools and other external agencies.• A willingness to see beyond the subject specific boundary and flexibility to teach beyond the subject specialism.• Recent substantial teaching experience with Secondary aged pupils in the subject.• Evidence of successful and varied experience in secondary schools.• Recent experience of a management responsibility within a department and evidence of developing both a team and curriculum.• Evidence of involvement in the strategic development of the subject or related activity in a Secondary School.	Application form Interview
Knowledge & Understanding	<ul style="list-style-type: none">• Up to date knowledge of the subject areas and an understanding of the importance of the subject with respect to student attainment and achievement, in regards to the E-Baccalaureate.• Assessment recording and reporting of students' achievements in the subject and the use of data to secure student progress.	Application form Interview

	<ul style="list-style-type: none"> • Progression issues for pupils into KS3, from KS3 to KS4 and to post 16. • Strategies, including Literacy, Numeracy, ICT and SEN / Inclusion to remove known barriers to learning. Equal opportunities and anti-discriminatory practice in the school community. • Up to date knowledge of subject specific Health & Safety issues relating to the delivery of courses, risk assessments and personnel. • Ability to build a knowledge-rich curriculum that provides the opportunities for all students to enhance their cultural capital. 	
Other Requirements	<ul style="list-style-type: none"> • High expectations of personal performance and of students' achievement. • A belief that schools can deliver high equity and "make a difference" • A commitment to continuous learning • A desire to deliver outstanding performance from the subject team and as a team leader • Evidence of involvement in INSET activities both as participant and facilitator 	



HOW TO APPLY

CLOSING DATE:	Friday 5 April 2024
INTERVIEWS:	Monday 15 April 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Coundon Court Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

