

Head of Faculty: Computing & Business Studies

Start date: September 2025

Salary: £41,432 (M1) - £58,866 (U3) per annum inclusive of TLR1A (£9,782)

Full-Time, Permanent

We have an exciting career opportunity for a passionate and dedicated Middle Leader to promote an engaging, ahead of the curve, curriculum for Computing and Business Studies that will allow our students to be IT and business literate which, in turn, will support them in shaping a greater future for themselves.

We are seeking to appoint an innovative and passionate Head of Faculty for our Computing and Business Studies faculty.

In Computing throughout **KS3**, students develop an understanding and application in the fundamental principles of computer science by having the opportunity to write programs, develop their practical ICT skills and increase their digital literacy whilst producing professional digital products. Students are equipped with a foundation knowledge of Python and SQL programming languages. They have a basic knowledge of computer systems and are able to apply computational thinking to problem solving, giving them a greater understanding of the subject in the context of the modern world.

In **KS4**, students and are able to understand computational thinking, how data is represented and stored in a computer and the hardware and software components in a computer system. Students also develop their knowledge of the python programming language from KS3 and use it to solve problems. Students also learn about the impact of computing, trends and legal ramifications and they prepare for Edexcel GCSE Computer Studies.

Business Enterprise is offered to our KS4 students. Pearson's BTEC Enterprise is taught to equip students with a range of enterprise skills and entrepreneurial knowledge. They are taught how to apply subject specific knowledge, skills and concepts to a wide variety of different business contexts including small and medium sized enterprises. We want students to leave us workplace ready, by providing opportunities

for students to immerse themselves in developing their employability skills, ready to guide their future career choices.

The faculty runs a variety of extracurricular activities, which include competing in CyberFirst, a national competition to encourage girls into cybersecurity and DataFace, an event which promotes using big data in an engaging manner. All events and activities are extremely well attended and valued by students and parents.

We are a school that believes strongly in self-growth and development with the mindset of being better today than we were yesterday. We offer tailored CPLD programmes that are linked to the school development plan but where there is autonomy to grow and develop at a pace that allows each individual to be the best they can be. We pride ourselves in being outward facing; always wanting to learn from others.

Applications by: 9.00am

Monday 24th February 2025

Form Tutor

As well as being a subject teacher, you will be required to act as a form tutor under the guidance of the relevant Head of Year. Our form tutors play a significant role in the lives of our students: the first point of contact; the students' unlocking potential lead and an advocate for the student throughout their time with us.

Salary

The salary range for the post is: -
£41,432 (M1) - £58,866 (U3) per annum inclusive of
TLR1A (£9,782)

Salary will be determined on qualification and relevant experience. The post is full-time and a permanent contract.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure & Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Teaching Staff application form, including names, addresses, contact numbers and email addresses of your two referees. One referee should be your most recent Headteacher or Course Tutor.
- Please include your CV.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Head of Faculty: Computing & Business Studies and how you would be able to add value to Kingshill School.

For further details and an application form please go to the school website:

www.cirencesterkingshill.gloucs.sch.uk

Please email completed application forms and relevant documentation to
jobs@cirencesterkingshill.gloucs.sch.uk or post to
Cirencester Kingshill School, Kingshill Lane,
Cirencester, Gloucestershire, GL7 1HS

**Closing date for receipt of applications is 9.00am
24th February 2025**

Interview Date – TBA

We reserve the right to close this recruitment earlier if there is a sufficient number of applications.

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel Office on 01285 651511 ext. 226, or email:

jobs@cirencesterkingshill.gloucs.sch.uk

JOB DESCRIPTION:

POST: Head of Faculty: Computing & Business Studies

In addition to the responsibilities of class teacher as set out in the appropriate job description and the school teachers' pay and conditions document the Head of Faculty: Computing & Business will also undertake the following duties and responsibilities.

Main Purpose of the Role

To provide professional leadership and management for the Computing & Business department by developing a curriculum and co-curriculum in line with the school development plan, supporting colleagues in the implementation of the curriculum and working to unlock potential through Raising Standards meetings and action plans to secure ambitious outcomes for our students.

The Head of Faculty will contribute to Cirencester Kingshill's Middle Leadership Team and will collaborate with other MLT members to drive forward the Excellent Teaching & Learning aspect of the School Development Plan whilst at the same time fostering the culture and ethos of the school, raising aspiration and creating opportunities for all team members and students.

Specifically, the main purposes of the post will include:

- Accurately self-evaluating the Quality of Education for the Computing & Business faculty and identifying and implementing strategic plans to support continuous development and improvement of the curriculum, the team and our students.
- Leading on the curriculum development and implementation so that our students have equitable experience to think and work hard both within and beyond the classroom, enabling them to have access to knowledge, and to be able to deliberately practise this knowledge to support the storing of such into the long-term memory.
- Maximising 1:1 meetings with SLT line manager to ensure focus remains on the strategic development of the faculty, using data to inform decision making and research to inform curriculum advancements.
- Collaborating with MLT members to develop the quality of curriculum implementation through our Active Minds programme (Teaching & Learning Strategies)
- Develop an Inquiring Mind to learn more about the effectiveness of the curriculum across the faculty through the MLT Inquiring Minds programme.
- Leading, inspiring and motivating colleagues in developing their teaching and learning both through high quality, evidence driven CPLD and coaching.
- Working with the Raising Standards Lead to identify strengths and weaknesses of the curriculum and its delivery to support ambitious outcomes for all students and disseminating this amongst team members, supporting them to identify class action plans to raise standards for all.
- Supporting the workload and wellbeing of all team members through careful management of the school calendar and alignment of Faculty priorities.

- Developing a suite of co-curricular activities to inspire and motivate students to have life-long enjoyment of the subject including but not restrictive to trips and visits.
- Demonstrating an Inquiring Mind to keep abreast of subject knowledge, changes to exam boards and requirements and national policies so that the department is always ahead of the curve.
- Leading on the implementation of the Appraisal process for all team members and provide coaching and support of the CPLD record.
- Maximising resources to ensure value for money, longevity and impact for our students.
- Reviewing team absence data to mitigate against loss of learning through cover processes.
- Being a role model of highly effective teaching, learning and assessment and promoting professional standards and expectations to young people, the Kingshill team and the wider community.
- Promoting our STEPs (our core values to intentionally develop character) to enable our students to grow as ambitious, confident, resilient young people and adults and ensuring that the subject curriculum is explicitly linked to the STEPs.
- Equipping all our young people to acknowledge and celebrate their skills, qualities and successes, securing positive progression routes in a global market.

This Role Description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and pursuit of the 'National Standards of Excellence for Headteachers' (2015) underpins this role.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

OTHER GENERIC JOB DESCRIPTIONS RELATING TO THE POST: Class Teacher

RESPONSIBLE TO: Deputy Headteacher: Excellent Teaching & Learning

ASSOCIATED LINKS: Year Leaders, Computing and Business Studies Faculty Team, Lead Practitioner: SENDCO, SLT

February 2025

Person Specification

Head of Faculty: Computing & Business Studies

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A degree in their subject area or a related subject. • PGCE (Postgraduate Certificate in Education) or equivalent. • QTS 	<ul style="list-style-type: none"> • A postgraduate qualification, e.g. a master's degree.
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> • An excellent classroom practitioner • Experience of teaching within a secondary school environment or, for early career teachers, work or voluntary experience in a comparable environment • A clear understanding of the subject's curriculum and examination specifications across key stages 3 and 4 • Evidence of having led change which has led to impact for staff or students • A knowledge and successful application of Quality First Teaching so that all students, regardless of barriers to learning, are able to thrive and accelerate their progress • Understanding of a curriculum intent, sequencing and cognitive science that leads to students remembering more. • Ability to construct assessment programmes so that students retain knowledge and skills over time • Ability to analyse data to bring about impactful outcomes for staff and students • Understand and follow all safeguarding procedures in our school • Organise and participate in extracurricular activities. 	<ul style="list-style-type: none"> • Evidence of progress impact measures for classes • Experience of teaching in a range of schools • Experience of leading teams: sharing a vision, implementing strategic plans and evaluating the next steps needed • An understanding of relevant legislation and educational developments. • An understanding of how assessment and attainment information can be used to improve practice. • Skills in effective resource management and deployment.
Personal Qualities	<ul style="list-style-type: none"> • Punctual, with a good attendance record. • An excellent communicator, verbally and in writing. • Organisational skills with an ability to prioritise to ensure all deadlines are met • An excellent time manager. 	<ul style="list-style-type: none"> • Committed to the value and promotion of their subject. • Able to effectively promote the school's ethos and vision. • Dedicated to promoting their professional development, and that of others.

	<ul style="list-style-type: none"> • High expectations of yourself and your professional standards. • A value of CPLD and a commitment to be more today than we were yesterday • Able to work both independently and as part of a team. • Able to maintain successful working relationships with other colleagues and to offer guidance and support where needed • Driven, energetic, a passion for the subject and a relentless drive to support all students achieving success • Able to work flexibly, attending morning and evening meetings, in addition to managing the teaching and tutor workload. • Patience and compassion for all students regardless of barriers • A sense of humour 	<ul style="list-style-type: none"> • Able to promote good behaviour consistently and coach others in implementing the school behaviours policy • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking.
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Cirencester Kingshill School

Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Cycle to work scheme
- Long service awards
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund
- 10% discount on Adult Education at Cirencester College: [About Adult Education – Cirencester College](#)