



# Head of IT

## Information for Applicants



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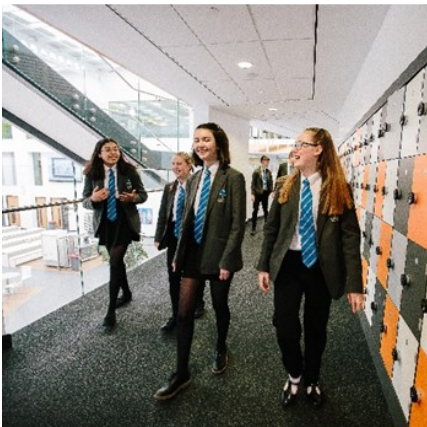
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# Welcome

Thank you for expressing an interest in the post of Head of IT at Consett Academy.

First and foremost, this is a rare opportunity to make a tangible impact on the future life chances of our students, irrespective of background or starting point.

As the Principal of Consett Academy it fills me with immense pride to be able to work with the children of the area but also the parents/carers. This is my second role as Principal and I am really excited about moving the Academy forward and ensuring it is a place of outstanding education for all.

At Consett we:

- Have very high expectations;
- Challenge students to achieve their best;
- Ensure progress for all and our students leave the Academy with fantastic results;
- Have a dedicated and positive staff team;
- Believe in inclusivity and that every student, no matter their background, deserves the best possible education.

It is an exciting time to join us as we embark on a period of transformational change. Consett Academy is a rapidly improving school and the importance of this role continuing that journey cannot be underestimated. You could be integral to making this happen!

If you believe you have what it takes to help take Consett Academy to be a Good school it truly can be, we would love to hear from you.

For interested candidates, I would encourage you to visit our fantastic campus to see for yourself the superb learning and working environment that we have. If you would like to arrange a visit, please email our HR Team at [recruitment@ncdat.org.uk](mailto:recruitment@ncdat.org.uk) whereupon a mutually convenient date and time will be arranged.

Yours faithfully

**Mr T Urwin**  
**Principal**





# About us

New College Durham Academies Trust (NCDAT) is a small but ambitious Multi Academy Trust based in North Durham. We have ambitions to grow but wish to remain a Durham MAT for local schools. The Trust currently has 2 large secondary schools; Consett Academy and North Durham Academy.

Our Academies are at the heart of their local communities and strive to deliver on our founding principles of Inclusion, Progression and Excellence which supports a central vision of 'Students First'.

The principle of Inclusion provides opportunities for students of all abilities, aspirations and backgrounds and involving staff, governors, students and the wider community in determining the direction of our Trust. Our curriculums are broad and challenging, with the academic success of students at the heart of what we do.

To encourage Progression, the Academy provides effective advice and guidance. This enables learners to make informed and appropriate decisions for future study and employment, encouraging them to take on new challenges and reach higher levels of achievement.

The focus on Excellence underpins all we do whether in learning areas, working in the community or governing and leading the Academy.

The Trust recognises that safeguarding our children and young people is core to all our activities, and we expect all staff, volunteers and wider stakeholders to share this commitment.

Our Aims are:

- To ensure our Academies are centres of excellence with a focus on the nurture and achievement of all their members;
- To promote mutual support, encouragement and benefit between our academies;
- To develop, as the core foundation of academic achievement, a strong culture of professional development amongst our staff;
- To celebrate and maintain the unique identity of communities we serve with each Academy/School at the heart of its community;
- To recognise and enable all those who often remain invisible, through ethnic or cultural disadvantage, or through disability or poverty to achieve their full potential.

# Advert

## Head of IT

### **MPS—UPS +TLR2b (£4,789 per annum pay award pending)**

We have an exciting opportunity for a talented and experienced Head of IT to join our Team. If you are comfortable with working in a fast paced, dynamic and inspirational environment and have the ability to lead and influence the lives of our next generation, we would love to hear from you.

You will work closely with the Assistant Principal responsible for Teaching and Learning to raise student outcomes and standards at all key stages and participate in delivering improvement strategies where identified.

The successful candidate will be responsible for shaping, developing and reviewing the subject Development Plan, and encouraging the team to support your vision for the department.

As well as excellent communication skills, you must have high expectations of staff and students. You will consistently model excellent practice and have student achievement and progress at the forefront of your practice.

For the right candidate, the above post offers excellent potential for career development and will provide invaluable experience on which to build a platform for further promotion. If you can work effectively under pressure and want an exciting opportunity to work in a vibrant school that makes a difference – we want to hear from you.



# Job Description

**POST:** Head of IT

**RESPONSIBLE TO:** Assistant Principal

**LEVEL:** MPS – UPS + TLR2b

**CORE PURPOSE:** To lead, develop and manage the delivery of IT within the Academy in order to secure high quality learning and teaching and improved achievement and attainment for all students.

## The post holder will:

- Help to deliver the Sponsors' vision and translate into practice
- Ensure that all the Academy policies are implemented
- Foster a learning culture with high expectations in a safe and secure learning environment
- Be responsible for the self-evaluation of their subject and produce and lead on the subject development plan taking responsibility for all aspects within it

## Strategic Direction

- To deliver their vision for the subject and ensure all teachers within their subject buy into it
- To lead on standards and student outcomes within IT
- To develop and sustain high quality teaching and learning throughout IT
- To create and own the curriculum *Intent* for IT, working with the team to ensure effective *Implementation* which produces clear *Impact*
- To ensure that the curriculum offering within IT meets the needs of the students
- To lead on all aspects of IT, keeping up to date with new and relevant information
- To ensure an effective IT enrichment offer is available for all students across the Academy
- To lead good pedagogy practice within IT and sharing where appropriate with other subject areas
- To develop and support staff within the subject to ensure they are effective in the classroom

## Teaching and Learning

- To monitor standards of achievement through regular monitoring, review and evaluation
- To ensure that students in IT are set challenging targets and that they are shared with students and reviewed on a regular basis
- To ensure that the quality of lesson plans, the use of assessment and homework set are of the highest quality
- To develop positive approaches to teaching and learning so that students have every opportunity to become confident and positive learners, enthusiastic about their own progress and place in society
- To support colleagues within IT so that appropriate standards of behaviour are established and maintained
- To develop, implement, monitor and review schemes of work regularly to ensure that they are up to date and consistent with the Academy's framework
- To develop the delivery of the specialism with IT
- To develop, implement, monitor and review the use of new technologies within IT

# Job Description

- To ensure that all aspects of the student achievements in IT are monitored and evaluated and this information is used to inform priorities and targets for improvement
- To monitor the progress of all students and classes in IT – including those able and talented, with special educational needs and to ensure the right support is put in place
- To analyse student data and work with staff within the subject to ensure students achieve their potential
- With the Heads of Year, identify students who are underachieving and where necessary create and implement effective plans to support those students.

## Management of the Academy

- To undertake any professional duties delegated by the Principal
- To apply best value for money principles to secure resources for IT and ensure they manage the budget effectively
- To seek extra funding to support the development within IT
- To ensure that the accommodation provides a positive and safe environment which promotes wellbeing and high achievement for all in the Academy
- To use every opportunity to create a positive and memorable learning environment within IT
- To support the Senior Team in any performance management needs within their subject area

## Community and Partnerships

- To work closely and in partnership with the Senior Leadership Team to ensure the successful ongoing development of the Academy
- Seek curriculum links with businesses, HE/FE, other schools particularly to promote the Academy specialisms

## Developing Self and Working with Others

- To assist in the appointment of staff following the Safer Recruitment Policy
- To support the induction of new staff within IT
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff in the within IT, providing an example through their own development
- To conduct performance management for members within IT
- To work with the SENCO to ensure that Individual Education Plans, behaviour and other contracts are implemented to match students' needs within IT
- To line manage teachers within IT
- To line manage non-teachers such as Curriculum Support Workers within IT

## VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Consett Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

# Person Specification

## Key

E/D:- Essential or Desirable  
I: - Interview/Presentation

A:- Application Form  
R:- References

| Qualifications and Training  | How assessed | Essential/ Desirable |
|--|--------------|----------------------|
| A relevant degree or equivalent  | A            | E                    |
| QTS and 2 years minimum of continuous, relevant experience   | A            | E                    |
| Experience   |              |                      |
| An experienced Teacher of IT   | A            | E                    |
| Experience of leading an initiative or project   | A            | E                    |
| Evidence of being at least a consistently 'good' practitioner  | A            | E                    |
| Evidence of recent, relevant CPD for a leadership post within the last 2 years                                   | A            | D                    |
| Skills and Knowledge   |              |                      |
| Articulate and communicate a shared vision   | A, I         | E                    |
| The ability to develop short, medium- and long-term strategies that progressively impact on the intended outcome | A, I         | D                    |
| Understand clearly data tracking for students, development planning and implementation                           | A, I         | E                    |
| The ability to create solutions and see tasks and plans through to completion                                    | A, I         | E                    |
| Effective communication skills   | A, I         | E                    |
| The capacity to build positive working relationships   | A            | E                    |



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| Skills and Knowledge   | How assessed | Essential/ Desirable |
|--|--------------|----------------------|
| The ability to lead and enthuse colleagues whilst also commanding respect                      | A            | E                    |
| The ability to work on own initiative and effectively within a team                            | A            | E                    |
| Thorough understanding of current education policies and practice relating to subject area     | A, I         | E                    |
| Attributes and Qualities   |              |                      |
| Care about and understand young people   | A, I         | E                    |
| Determination to promote equality of opportunity   | A, I         | E                    |
| Be able to prioritise tasks and agendas  | I            | E                    |
| Be able to work under pressure, cope with criticism and to be sensitive to the needs of others | A            | E                    |
| Recognise that continuous professional development is the foundation for improvement           | A            | E                    |
| High professional and personal standards in both work and conduct                              | A            | E                    |



# How to apply

## Application form

To download an application form please visit our website: [Join our Team | \(consett-academy.org.uk\)](https://consett-academy.org.uk)

Alternatively, please contact the HR Team as below:

By phone - 01207 291188

By e-mail - [recruitment@ncdat.org.uk](mailto:recruitment@ncdat.org.uk)

Completed application forms should be emailed to [recruitment@ncdat.org.uk](mailto:recruitment@ncdat.org.uk)

Please **do not** attach copies of CV's/qualification certificates. Only the information detailed on the application form will be used as part of the short-listing process. Applications from recruitment agencies will not be accepted.

## Closing Date

Midday Wednesday 12th October 2022

## Interview Date

Wednesday 19th October 2022

## Interview arrangements

If you are shortlisted for this vacancy we will contact you by email to inform you of interview arrangements. Please note, if you have a Hotmail email account our email may go into junk so please check this regularly. Shortlisted applicants will be required to complete a self-declaration form as part of our safer recruitment procedures which are aimed at deterring and preventing unsuitable people from working with children

## Location

This post is initially based at Consett Academy, however the successful candidate may be asked to work at other schools within the Trust.

## Pre-employment Checks

The successful candidate for this role will undergo a range of pre-employment vetting checks prior to appointment including enhanced Disclosure and Barring Service criminal records check for work with children including barred list check. We will also undertake checks on your identity, qualifications, medical fitness and take up employment references before interview, unless you have asked us not to.

*Applicants should assume they have been unsuccessful if we have not contacted them within 28 days of the post closing.*

# Safeguarding Information

## Trust Safeguarding Commitment

New College Durham Academies Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

## Safeguarding Policy

You can find the academy safeguarding policy using the link below:

[Policies | \(consett-academy.org.uk\)](https://consett-academy.org.uk/Policies)

## Recruitment of Ex-offenders Policy Statement

The trust has a policy in the recruitment of ex offenders which can be found on the Academy website on the job vacancy page should you need to refer to it.

This post is included in the rehabilitation of Offenders Act 1974 (exceptions) order 1975 the successful applicant will be required to obtain a satisfactory enhanced Disclosure and Barring Service check with children's barred list check. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

