HORNDEAN TECHNOLOGY COLLEGE

Teacher of ICT
Full time - MPR/UPR

Information for Applicants

Closing date: 12 noon Monday 7 February 2022

Teacher of ICT

Thank you for your enquiry regarding the post of Teacher of ICT, required from September 2022.

We are looking to appoint an outstanding computing and ICT teacher. The successful applicant would also be prepared to teach a variety of different courses across the department including Business Studies. It is essential that we find someone who has the skills to support and work as part of a team as well as inspiring our students. We have developed an outstanding Computing Curriculum at KS3 and our GCSE Computing results were higher than national average at 74% A*-C. We also highly value Business Studies as a subject that engages students and helps them to develop as effective and independent learners. Subject Knowledge is not essential but interested candidates must be willing to take subject enhancement courses.

The successful candidate will:

- Have a 21st century vision for education and embrace the new secondary curriculum.
- Be committed to making Computing an exciting and fun subject for all our students
- Have a passion for Business Studies, Computing and/or ICT
- Have a good knowledge of how to teach programming, ICT or Business.

ICT and Computer Science are seen by the Leadership Team and Governors as crucial to the successful education programme offered to our Students. The successful candidate will be joining a dedicated and passionate team of teachers who are committed to the achievement of our students in our subject areas whilst maintain an enjoyment for the subject. High quality teaching and learning are the main drivers and focus for this forward thinking department.

ICT and Computer Science at Horndean are constantly being redeveloped to provide education, training and assessment opportunities in a supportive environment that recognises the importance of Information and Communication Technology, Computer Science and Business Studies.

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The ICT Department, Curriculum and Resources

Staff
We have a team of two full time and one part time specialist ICT and Computing teachers who are supported by non-specialist teachers. Technology support is provided through an outside company. All staff are expected to use ICT and in this sense the ICT teachers liaise and promote ICT to all staff members. Each department has an ICT representative to ensure integration into the curriculum.

As a department we teach KS3 Computer Science to Year 7 & 8 and in KS4 GCSE Computer Science, OCR Cambridge National Creative iMedia, OCR Cambridge National Information Technologies and OCR Cambridge National Enterprise and Marketing.

Resources
- 9 dedicated fully equipped ICT suites each with 30 x high specification desktops running Office 2010 plus a host of subject specific software running off a Windows server managed network.
- 10mb Broadband Internet connection.
- Per suite: Interactive whiteboard and projector, scanner, networked laser printer with access to colour printing when required.
- Digital video and digital still cameras available.
- Range of textbooks.
- Tablet PC's.
- Wireless accessibility across the Campus.
- Dedicated CAD/CAM suite in Design Technology.
- Multimedia ICT suites in the Science, Music and Humanities departments.
- Every classroom now has a minimum of one networked PC connected to the Internet with access to the administrative and curriculum networks. (All staff use these for electronic registration).
- Variety of software packages including Serif and Adobe CS.

ICT, Computing and Business Studies Curriculum

KS3

Year 7 – two lessons per fortnight and Year 8 – three lessons per fortnight – following our KS3 Computing Curriculum. We have developed a 5 year program of study that will see students through to the end of GCSE Computer Science.

KS4

Students can choose to follow GCSE Computer Science, OCR Cambridge National Creative iMedia, OCR Cambridge National Information Technologies and OCR Cambridge National Enterprise and Marketing. These subjects are taught over 3 lessons per fortnight in year 9, 5 lessons per fortnight in Year 10 and 7 lessons per fortnight in Year 11. This academic year we also have an Early Entry GCSE Computer Science and Business class. As a department we are always looking for new courses to offer that provide our students with a relevant and exciting curriculum.

PERSON SPECIFICATION

QUALIFICATIONS

Essential:
Qualified Teacher with good honours degree and excellent subject knowledge.

EXPERIENCE

Essential:
Knowledge of the Programme of Study for Computer Science and its current developments.
Relevant experience in teaching ICT and Computing as a discrete subject either at PGCE, NQT or Qualified Teacher level.

Desirable:
Relevant experience in teaching the Programme of Study for GCSE Computer Science, OCR Cambridge National Creative iMedia, OCR Cambridge National Information Technologies and OCR Cambridge National Enterprise and Marketing.
Outstanding history of results in KS4 ICT/ Computer Science Qualifications.

SKILLS, KNOWLEDGE, APTITUDE

Essential:
Good variety of Computing and IT skills.
Good knowledge of the aims of the current Computer Science Programme of Study.
Excellent classroom practitioner
Excellent knowledge and understanding of Teaching & Learning and its impact
Creative and innovative approach to teaching ICT and Computer Science
Good knowledge of Programming/Computing

Desirable:
Ability to share in development of department.
Ability to take on responsibilities within the department

PERSONAL QUALITIES/SOCIAL SKILLS

Essential:
Ability to work as a member of a team.
Good interpersonal skills.
Ability to motivate and enthuse students and staff.
Dedicated, Flexibility, initiative, enthusiasm.
Eagerness and willingness to be involved in the development of computing expertise throughout the College
Sense of humour!

Desirable:
Wider interest in cross-curricular areas.
Specific interests that would allow for contribution to extra-curricular activities.

Job Description

Post Title:	**Teacher**
Purpose:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To monitor and support the overall academic progress of students as a Teacher/ Form Tutor. • To support appropriate subject department(s). • To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth. • To monitor and support the overall pastoral progress of students as a Teacher/Form Tutor
Reporting to:	Subject Leader, Year Leader/Tutor Leader
Responsible for:	The provision of a full and challenging learning experience for all students.
Liaising with:	Head/Deputies/Assistant Heads, Teaching/Support Staff, LEA Representatives, external agencies and parents.
Working Time:	195 days per year. Full-time
Salary/Grade:	MPR/UPR
Disclosure level	Enhanced

MAIN (CORE) DUTIES

Operational/ Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department. • To contribute to the College Development Plan and Department Development Plan and its implementation. • To plan and prepare courses and interesting, challenging and motivating lessons. • To contribute to the whole College INSET.
Curriculum Provision:	To assist the Subject Leader, the Assistant Head responsible for Teaching & Learning, to ensure that the subject area provides a range of teaching which complements the College's strategic objectives.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Mission and Strategic Objectives.

Staffing Staff Development: Recruitment/ Deployment of Staff	• To take part in the College's staff development programme by implementing the outcomes in the classroom • To participate in arrangements for further training and Continuous Professional Development as specified in the department's INSET budget and identified need in Performance Management. • To continue personal development in relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management process. • To ensure the effective/efficient planning for and deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the College.
Quality Assurance:	• To help to implement College quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the department in line with agreed College procedures, including evaluation against quality standards and performance criteria. • To seek, implement and support modification and improvement where required. • To review on a continuum methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.
Management Information:	• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, profiles etc. • To complete the relevant documentation to assist in the tracking and monitoring of students. • To track student progress and use information to inform teaching and learning in order to pre-empt and challenge underachievement.
Communications:	• To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the College. • To follow agreed policies for communications in the College.
Liaison:	• To take part in liaison activities such as Open Evenings, Parents' Evenings, Review days and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	• To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure sharing, safe and effective usage of resources to the benefit of the College, department and the students.

Pastoral System:	• To be a Form Tutor to an assigned group of students.
	• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
	• To liaise with the Year Leader and Tutor Leader to ensure the implementation of the College's Pastoral System.
	• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life.
	• To use academic mentoring days as an opportunity to discuss the academic progress of their tutees in order to set meaningful and challenging targets.
	• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
	• To contribute to the preparation of Action Plans and other reports.
	• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
	• To communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff.
	• To contribute to the Tutorial Programme, PSHE, Citizenship and Enterprise according to College Policy.
	• To apply the Behaviour Management Policy so that effective learning can take place.
Teaching:	• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere.
	• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
	• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
	• To ensure that ICT, Literacy, Numeracy and College subject specialism(s) are reflected in the teaching/learning experience of students
	• To undertake a designated programme of teaching.
	• To ensure a high quality learning experience for all students which meets internal and external quality standards.
	• To prepare and update subject materials.
	• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
	• To maintain discipline in accordance with College procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and P2I.
	• To undertake assessment of students as requested by external examination bodies, departmental and College procedures.
	• To mark, grade and give written/verbal and diagnostic feedback as required in line with the College Assessment Policy.
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Other Specific Duties:

- To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To support the College in meeting its legal requirements for worship.
- To promote actively the College's corporate policies.
- To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- To continue personal development as agreed.
- To comply with the College's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Procedures

"Horndean Technology College and Hampshire County Council are committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service check along with other relevant employment checks."

1.   Job Description

        The Job Description gives an outline of the broad responsibilities and lists the main tasks involved in order to undertake the post successfully.

2.   Person Specification

        Every vacancy advertised is based on a person specification which describes the skills, experience and qualifications required. Please read this carefully so that you know what we are looking for. Candidates should be able to meet all the essential elements and it would be to their advantage to have at least some of the desirable elements.

3.   Post and Recruitment Details

        These will outline the general conditions of service and salary applicable to the post, the closing date for applications and the interview date. Additional information about the vacancy will be enclosed in respect of the particular faculty, section or work area as appropriate.

4.   Filling in the Application Form

        After reading the role profile and person specification, think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post. Consider all the points in the job description and person specification when replying. Include evidence to support your application. Please send your completed application to Mrs Heathcote, Horndean Technology College, Barton Cross, Horndean, Waterlooville, PO8 9PQ. It has come to our attention that some applications sent using Royal Mail are not reaching us by the required closing date, this is due to the incorrect postage amount being paid.

        Please note that canvassing in any form will disqualify the applicant.

5.   Long Listing/Short Listing

        This is the initial process of matching applicants against the relevant criteria in the person specification. The long or short listing panel will make judgements based upon the evidence presented in the application as to those candidates who best meet the criteria. References will normally be sought at the long listing stage. These will help us to develop a short list of candidates to be invited to interview. This also applies to internal candidates.

6.   The Interview Panel

        Normally, the interview panel will consist of two, three or four people. Other members of the panel will represent various levels of management associated with the advertised post.

7.   The Day Structure

        Candidates will be expected to furnish themselves with information and answers to most of their questions through the structure of the day. Candidates will nevertheless be asked if they have any final questions/points they wish to raise after the Panel have asked their questions.

        Typical day structure:

        0815   Arrive
        0830   Tour of the College and Discussion with students

0925	Teach a lesson
1020	Coffee in Department
1100	Final shortlist
1115	Interviews
	Panel announces decision
	Debriefs offered to unsuccessful candidates

(Timing will, of course, be variable according to the number of candidates being interviewed).

Each candidate will be asked the same core questions; however, members of the panel may ask relevant supplementary questions arising from your initial answer under the overall direction of the Chair.

All questions will be relevant to the job and will be as open as possible, thus allowing candidates to give evidence of their suitability. The level and complexity of questions will relate to the level of the post.

Members of the Panel will usually take notes during the course of the interview; these will be used to assist the Panel in making its final decisions.

8. Facilities at Interviews

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Recruitment Officer, Mrs J. Heathcote, should you have any special requirements in order to facilitate your attendance at the interview.

9. The Decision

The decision to appoint will be taken on the basis of the evidence that has been made available to the panel throughout the recruitment and selection process in relation to the criteria as stated in the person specification. Information gathered through earlier parts of the selection process can lead to a decision not to proceed with further interview. You will be notified as to the outcome.

10. References

The appointment of external candidates will be subject to the receipt of two satisfactory references, as requested at the long listing stage.

Your present or most recent employer must be given as one of the two referees. This person will normally be the head of the organisation for which you currently or most recently worked. The other reference should be from someone who knows you, your work and ability. **Normally, references will be requested prior to interview**.

References will be used to supplement the Panel's decision or, if the Panel requires further evidence, to distinguish between candidates. The Chair of the Panel may request that further enquiries are made to either the referee and/or the candidate, where there is information or an omission in the reference giving rise to doubt or concern.

References will not be disclosed to the candidate.

All appointments will be subject to medical records. It may be necessary in some instances to refer a health questionnaire to an independent Medical Officer for a report.

In the event of you being appointed, it will be necessary for the College to check with the police as to whether you have a criminal record. Your authority to do so is given on the application form.

Proof of qualifications will be required in the form of original certificates.
Photographic proof of identification will be required, a passport or driving licence.
Please bring with you, if selected for interview.

11. <u>Feedback to Unsuccessful Candidates</u>

The College does not give reasons for non-appointment. It will invariably be that in the judgement of the panel there was a better candidate available or that no candidate met the College's requirement. Internal candidates will be offered a debriefing interview by an appropriate member of the panel. Any external candidate who requires feedback on their interview performance will also be offered constructive advice about their interview performance.

12. <u>Interview Expenses</u>

The College will pay travel and subsistence expenses (within UK only) as set out on the claim form provided to short-listed candidates on the day. These will not normally be granted to candidates who withdraw before the selection process is completed. HCC procedure for Mileage Claims states all mileage claims must be submitted with a VAT petrol receipt that is dated prior to the mileage claim. There is no exception to this rule. No petrol VAT receipt = no claim!

13. <u>No Smoking Policy</u>

For Health and Safety reasons, the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

14. <u>Asylum & Immigration Act 1996</u>

Under the Asylum and Immigration Act, we must require all candidates for employment to produce a document to prove that they are entitled to live and work in the UK. Please bring with you to the interview one of the following (not a copy):

- a documented National Insurance Number (eg. P45, P60 tax form, previous pay slip).
- a valid Passport from any European Economic Area state.
- a British Birth Certificate.
- a Certificate of Registration or Naturalisation as a British Citizen.

No offer of employment should be made until proof has been seen and checked carefully. A copy of the document for the successful candidate must be retained on the personal file.

These rules apply to all employees including staff employed on any type of casual contract.

15. <u>Equal Opportunities</u>

In line with our 'Vision Statement' and national legislation, Horndean Technology College is committed to seeking to ensure that all staff, both present and future, have equal opportunities, in the context of both national legislation and College objectives, irrespective of gender, ethnic origin, age, disability and other identities.

The successful candidate will be given full opportunities to develop professionally through a comprehensive induction and staff development programme which includes appraisal.

Thank you for expressing an interest in our College. I hope that these details will help you to make the best of any application. If you are unsuccessful in obtaining a post on this occasion, I wish you the all best in future applications you may wish to make.

Mrs Julie A Summerfield
Headteacher