



## **LEAD PRACTITIONER: Information Communication and Physical Technology (LP 13-15)**

### **Required for September 2021**

Thank you for your enquiry about the post of Lead Practitioner: ICPT at Dunraven School. The school's aim is "Excellence for All" and the Governors wish to appoint a candidate of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful multi-ethnic co-educational school and keen to share in the leadership of our All Through Provision.

### **DUNRAVEN EDUCATIONAL TRUST OVERVIEW**

Dunraven Educational Trust was established in 2016. It now incorporates Dunraven's All Through School, Van Gogh Primary and Goldfinch Primary. DET is a trust committed to one overarching aim: excellence for and from everyone. This is an expectation for both the children and adults in a school community. It is achieved in a variety of ways according to the context of each school but within the clear framework established by the Trust.

We want an educational experience which provides excellence for - and expects it from - everyone. We know that this is best achieved in a school where:

- the offer is broad, balanced, inclusive, enriching and effective in meeting the needs of young people;
- staff and students are supported and challenged to be the best versions of themselves;
- relationships are positive, well established and healthy;
- practice is based on evidence and underpinned by the notion that 'we can always do better'.

We are clear that this supports the development of children and young people (and adults) who are: resilient, courteous, optimistic, hardworking, self-disciplined, enthusiastic and creative.

### **DUNRAVEN SCHOOL OVERVIEW**

Dunraven School's results are strong, remaining well above national averages and representing positive 'value-added'. Recognition of its marked progress has been significant and its journey as a school is important to us. For example:

- In February 2011 we were designated as both a National Support School and a Leading Edge School.
- In August 2011, we converted to Academy status.
- In 2012 we began our development as an All Through School with children starting in Reception in September 2013.
- In summer 2013 our £20 million BSF programme was completed.
- In October 2014 we were judged as outstanding in all areas, including both Early Years and the Sixth Form, by Ofsted.
- In 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established.
- In 2018 the Dunraven Educational Trust began working in partnership with two primary schools. Van Gogh Primary joined the Trust on 1 September 2018 and was followed by Goldfinch in January 2019.

If you are successful in your application, you will share in the leadership and management of a staff who are hard-working, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers (SSAT, Teaching Leaders, Future Leaders, NPQs);
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners (National Support School, National Teaching School);
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.

Further details about the post and how to apply can be found here <https://dunraven.careers.eteach.com/>. We look forward to receiving your application.

**The closing date for receipt of applications is noon on Monday 10 May 2021.**

**Interviews are currently planned for the week beginning 10 May 2021.**

***Dunraven School is committed to the safety and protection of its students. A satisfactory enhanced DBS check is a condition of employment for all employees.***



## THE DUNRAVEN ICPT DEPARTMENT

Dunraven's ICPT (Information Communication and Physical Technology) department has a long and successful history of teaching a wide range of courses to students across Key Stages 3, 4 and 5. In Computing and IT lessons, Computational Thinking, Computer Science and IT units of work are delivered to all students in KS3 as part of our broad and balanced curriculum, giving a strong grounding which allows students to progress to Key Stage 4 and 5.

At KS3 Computing and DT are delivered on a carousel with DT being taught in our well-equipped DT department featuring textiles, resistant materials and food-tech rooms. As in their Computing lessons, students at Dunraven have an opportunity to experience a range of projects and materials which prepare them for further study at KS4 where they can study GCSE Product Design.

At Key Stage 4 students have the opportunity to continue their studies in option courses in GCSE Computer Science or Level 2 Interactive Media, both of which are very popular and successful with students achieving highly. In addition, some students in Years 10 and 11 study a bespoke IT course that aims to give a strong grounding in the IT and Computer Science skills that will be useful in higher education and the workplace in the future.

Dunraven offers A Level Computer Science and Level 3 Cambridge Technical IT at KS5 as well as jointly delivering A Level Graphics with the Art department. Computer Science is a popular, well-established course at Dunraven and attracts highly able internal and external students that frequently progress to studying Computer Science degree courses at Russell Group universities. We have recently started a very popular A Level Graphics course delivering the digital media skills component.

The Dunraven IT department is extremely well resourced with eight dedicated computer suites, industry standard software and a wide-range of tech resources. We use BBC Microbits, Raspberry Pis and stand-alone PCs to teach physical computing, and have carried out projects incorporating DT and IT skills. The DT department has dedicated specialist rooms as well as a CAD room, laser cutter and 3D printing resources.



## LEAD PRACTITIONER: ICPT

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The remit of the Lead Practitioner Role covers the ICPT department at Dunraven Secondary School as part of the Dunraven All Through School. In addition, it encompasses contribution to the development of Computing, ICT and Design Technology in Dunraven's Primary Phase in liaison with the Primary School subject lead. .

### SELECTION CRITERIA

Candidates will be expected to have the following skills and knowledge:

- AN experience of or understanding of the philosophy underpinning and the delivery of Computing, ICT and Design Technology.
- A thorough knowledge of one of these subjects particularly in relation to the new National Curriculum, GCSE, and 16-19 developments.
- An understanding of the curriculum area in Primary phase and vocational 14-19 performance pathways.
- The appropriate skills required to be an efficient and effective teacher and interest in developing this practice further.
- The ability to plan, organise, assess, monitor and evaluate effectively, and to maintain a stimulating learning environment. Knowledge of assessment including at Advanced Level.
- Effective interpersonal, written and oral communication skills.
- Effective skills in the use of ICT, particularly in relation to Computing and Design Technology.
- The skills required to be an effective form tutor.
- The ability to devise strategies for implementing policies leading to equality of opportunity.
- An understanding of and commitment to whole-school issues in a diverse school and the willingness to be involved in all aspects of the work of the department and to contribute to the wider life of the school.
- The potential to develop management and leadership qualities further.

They will be required to carry out the duties of a school teacher according to the School Teachers' Pay and Conditions Document, and in the light of the school's changing needs. Job descriptions are reviewed regularly and may be subject to modification or amendment after consultation.

**All shortlisted candidates will be invited for interview week beginning 10 May 2021.**

Candidates will be expected to make a brief presentation reflecting on their understanding of the role and to teach a lesson.

Please note: Dunraven School is committed to the safety and protection of its students. Safer recruitment checks will be completed as part of the recruitment process. Dunraven is a non-smoking and non-vaping environment.



## **JOB DESCRIPTION**

### **PURPOSE:**

- To develop Computing, ICT and Design Technology education at Dunraven All Through School.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate in Dunraven's secondary phase.
- To work with the subject leads and staff in the primary phase as appropriate to support the Primary Computing, ICT and Design Technology curriculum.
- To monitor and support the overall progress and development of students as a teacher / Form Tutor.
- To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

### **REPORTING TO:**

Headteacher and Senior Team Line Manager

### **RESPONSIBLE FOR:**

The provision of a full learning experience and support for students.

### **LIAISING WITH:**

Headteacher, teaching/support staff, LA representatives, external agencies and parents.

### **WORKING TIME:**

195 days per year. Full-Time

### **SALARY/GRADE:**

L13-15

### **DISCLOSURE LEVEL:**

Enhanced



## MAIN (CORE) DUTIES

### DUNRAVEN SCHOOL

- To develop a strategy for Computing, ICT and Design Technology Education at Dunraven All Through School in liaison with the Primary School Maths lead.
- To monitor and review the effectiveness of this strategy
- To cultivate collaboration between the primary and secondary phase to the benefit of student experience including the provision of Computing, ICT and Design Technology Events
- To lead Computing, ICT and Design Technology in Dunraven Secondary Phase
- To chair ICPT Meetings and if required line manage smaller departments
- to oversee Quality Assurance processes across the Curriculum Area

### OPERATIONAL/ STRATEGIC PLANNING (Secondary Phase)

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the devolved area of the subject.
- The day-to-day management, control and operation of course provision with the devolved area of the curriculum area including effective deployment of staff and physical resources.
- To actively monitor, and follow up and intervene to ensure effective student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Discipline, Health and Safety.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- In conjunction with post holders to lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, School Excellence Plan and the aims and objectives of the School.
- To ensure that the work in the curriculum area fully reflects the School's distinctive ethos and mission.
- To support the development of ICT across the curriculum.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

### CURRICULUM PROVISION:

- To liaise with Senior Staff to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Excellence Plan.
- To be accountable for the effective development and delivery of Computing, ICT and Design Technology

### CURRICULUM DEVELOPMENT:

- To lead curriculum development for Computing, ICT and Design Technology and in conjunction with the relevant postholders across the curriculum area.
- To keep up to date with national developments in the subject area and teaching practice and



methodology.

- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with Senior Staff to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of the devolved area of the subject is in line with national developments.

## **STAFFING (STAFF DEVELOPMENT, RECRUITMENT/DEPLOYMENT OF STAFF):**

- To work with Senior Staff to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the staff teaching in the subject and support staff.
- To undertake Appraisal Review(s) and act as reviewer for a group of staff within the designated area.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate actively in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

## **QUALITY ASSURANCE:**

- To ensure the effective operation of quality control systems across the curriculum area.
- To assist with the process of the setting of targets within the subject and to work towards their achievement.
- To assist with the establishment of common standards of practice across Computing, ICT and Design Technology and develop the effectiveness of teaching and learning styles.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those across Computing, ICT and Design Technology.
- To monitor and evaluate the devolved area of the subject in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the quality procedures in Computing, ICT and Design Technology meet the requirements of Self Evaluation and the Excellence Plan.

## **MANAGEMENT INFORMATION:**

- To ensure the maintenance of accurate and up-to-date information concerning Computing, ICT and Design Technology on the management information system.



- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for Computing, ICT and Design Technology.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant Senior Line Manager, to manage the collection of data across Computing, ICT and Design Technology
- To provide the Governing Body with relevant information relating to the role as required.

## **COMMUNICATIONS:**

- To ensure that all staff teaching across Computing, ICT and Design Technology are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent Computing, ICT and Design Technology' views and interests fairly.

## **MARKETING AND LIAISON:**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To assist with the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

## **MANAGEMENT OF RESOURCES:**

- To assist with the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, organising and maintaining equipment and stock, and keeping appropriate records.
- Liaise with the Senior Line Manager in order to ensure that the subject's teaching commitments are effectively and efficiently time-tabled and roomed.

## **PASTORAL SYSTEM:**

- To monitor and support the overall progress and development of students within Computing, ICT and Design Technology.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the student conduct system is implemented in the department so that effective learning can take place.





## **TEACHING:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## **ADDITIONAL DUTIES:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

## **OTHER SPECIFIC DUTIES:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and safety policy and undertake risk assessments as appropriate.
- To engage actively in the performance review process.
- 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

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school 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 school leaders to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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## **Safeguarding**

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

## **Health and Safety**

Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and





supervision as necessary to accomplish those goals.

## **Equal Opportunities**

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## **Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

## **Safer Recruitment Statement**

Dunraven School is committed to the safety and protection of its students. An enhanced DBS check with a barred list check is a condition of employment for this post.

***Dunraven School is a non-smoking and non-vaping environment***