Registered in England: 09482529
Educational Social Responsibility
Inspire Learning Trust

We are a
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Employer

Oakwood HIGH SCHOOL 'INSPIRED TO ACHIEVE'

Inspire Learning Trust

Leader of Learning: Business Studies and Computer Science

Closing Date: *Monday, 9 December 2024 at 12noon*
Interview Date: *Week commencing Monday 16 December 2024*
Start Date: *Easter 2025 with early start negotiable*

Responsible to:	Assistant Headteacher – Quality of Education: Curriculum Impact
Responsible for:	Leading on Teaching, Learning and Assessment of Business Studies and Computer Science within Innovate Learning Zone
Salary:	MPS / UPS + TLR2b starting at £31,650 to £49,084 (depending on experience) + £4,513 pa
Working hours:	Full Time permanent, 32.5hours per week

Inspire Learning Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School, Thomas Rotherham College and Winterhill School.

Oakwood High School is an over-subscribed 11-16 High School with a strong emphasis on respect for all; we are a 'well led', 'good' school where 'pupils enjoy attending' and 'the vast majority of parents would recommend'.

We are looking for a well-qualified and experienced candidate who will join an enthusiastic, supportive and successful school as a Leader of Learning and Teacher of Business Studies and Computer Science within a highly successful and effective team within our Innovate Learning Zone (Engineering, Design and Technology, Food and Nutrition, Business Studies and Computer Science).

We seek

- An excellent, creative and enthusiastic teacher with the ambition to attain the highest standards in teaching and learning throughout their role.

- A collaborative and driven practitioner who thoroughly enjoys teaching their subjects and understands the importance in contributing to our pupils' wider development.

Candidates will be truly committed to supporting pupils to progress and achieve, have high aspirations for the pupils' success and will contribute to ongoing planning with imaginative and dynamic ideas. To enhance pupils' learning and create independence, all pupils and staff are provided with an electronic device.

Our school has a focus on delivering a core curriculum as a priority to support all learning; all teachers are required to deliver and support both literacy and numeracy strategies alongside their specialism/s.

We Offer:

- A supportive and successful school where staff work in a way that encourages a positive work environment that is solution focused and proactive for all.

- A school with a way of working that encourages a positive work environment that is solution focused and proactive for all.

We offer a positive working environment, we care about our learners, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

Oakwood · Sitwell JUNIOR SCHOOL · TRC THOMAS ROTHERHAM COLLEGE · Winterhill School 'Everyone succeeds'

Applicants are required to apply via our online application form which is available on our website: https://www.inspiretrust.uk/vacancies/

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers, and volunteers to share this commitment. The Trust is an equal opportunities employer, and we undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Our safer recruitment processes include online media searches which will form our due diligence checks pre interview. Employees will be subject to a comprehensive vetting process including references from current and previous employers, right to work in the UK, an enhanced DBS check and a further check against the appropriate barred list.

All candidates are expected to read the Trust's Safeguarding Policy accessible via our website: https://www.inspiretrust.uk/page-template/statutory-documents/

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Why work for us?

Employee Assistance Programme
24/7 confidential help covering counselling
and practical and emotional help.

Support Staff Holiday Entitlement
Generous annual entitlement for
all our professional support staff.

Accredited living wage
We are committed to ensuring staff rates
of pay exceed the national minimum wage.

Student Admissions at OHS
Priority placing for children of
staff, subject to length of service.

**Specsavers Eye care
voucher scheme**
Obtain a free eye test and discounts on glasses

Flu jabs
Flu jab vouchers available
on an annual basis.

Cycle to work Scheme
Salary sacrifice scheme on a brand
new bike with Cyclescheme.co.uk

Free Parking
Free car parking at all sites.

Employee Referral Scheme
You could earn £500 for recommending
an appointed friend or family member

Evening Language Classes
Access to modern foreign languages
classes at a 25% discounted rate.

Onboarding for new starters
Bespoke onboarding process for all new
starters, including an additional day's pay.

Pension contributions
Access Teachers and Local Gov pension
schemes, contributions between 16% and 24%.

Gym and exercise classes
Gym membership and exercise classes
at only £10 per academic year.

Urban Yoga
Access free yoga classes
at Oakwood High School.

Sports Facility Hire
Reduced rates on our sports
facilities and pitch hire.

Westfield Health Scheme
A salary sacrifice scheme
that gives quality health cover.

Oakwood HIGH SCHOOL INSPIRED TO ACHIEVE   **Sitwell** JUNIOR SCHOOL   **TRC** THOMAS ROTHERHAM COLLEGE   **W Winterhill** School 'Everyone succeeds'

Job Description and Person Specification

Main Purpose of Job

Your primary focus will consist of supporting Innovate Coordinator and SLT to deliver the following three core areas in Business Studies and Computer Science: curriculum development; raising standards of teaching and learning and the leadership and accountability of staff. To be successful in this we believe you should have a proven track record of excellent classroom results and experience of motivating and leading others to achieve excellence. Individual responsibilities within the Subject Excellence Plan will be negotiated to reflect the specific skills of the post holder.

In addition, all Leaders of Learning, (under the guidance of SLT) are expected to support the development of academy wide quality assurance, teaching, learning and assessment.

Key Accountabilities
Under the direction of SLT the post holder will:

● lead on the effective management and leadership of Business Studies and Computer Science ensuring that the quality of teaching and learning is of a consistently high standard and that all members of staff work towards delivering excellence;
● improve outcomes for pupils and the quality of teaching and learning;
● collaborate with and in the development, implementation and quality assurance of improvement plans;
● collaborate to ensure the delivery of a flexible and innovative curriculum that is responsive to feedback from current pupils, anticipates changes for future pupils and caters for different levels of pupils;
● provide support for the leadership of all relevant staff, ensuring efficient day-to-day management, consistency of policy application and quality assurance.

All teaching staff employed by the Trust are required to discharge their teaching duties with reference to the range of professional duties set out in the Professional Standards for Teachers.

The Job Description should be read alongside the range of professional duties of teachers as set out in the Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the Teachers' Standards for qualified teachers.

The post holder will work in collaboration with a range of staff across the Academy in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust

Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Learning Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.

Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).
A = Accountability (which means being responsible for something to somebody)
L = Leadership (guide, direct and influence the outcomes of)
O = Operational (day-to-day management and control of these activities)

1	Curriculum Management and Development	A	L	O
1.1	In conjunction with SLT, agree targets for the pupils in Business Studies and Computer Science.			✓
1.2	To ensure that Business Studies and Computer Science is thoroughly and appropriately planned and organised for effective and efficient delivery to ensure the success of pupils, whilst ensuring that the curriculum offers value for money and promotes an efficient and workable timetable, staffing model and pupil groupings.		✓	✓
1.3	To ensure that subject staff maintain comprehensive and up-to-date course records so that documentation such as schemes of work, assessment schedules, in-year reviews of progress are available in a timely fashion.		✓	✓
1.4	To ensure that subject staff maintain comprehensive and up-to-date pupil records so that data such as registers, mark books, behaviour and achievement logs are available in a timely fashion.		✓	✓
1.5	To ensure that effective internal quality assurance and moderation procedures are implemented throughout the subject area.		✓	✓
1.6	To encourage pupil voice and to ensure that the subject area contributes to the Innovate area and wider pupil experience		✓	✓
1.7	Support leadership to promote and lead new curriculum developments to meet the needs of all pupils.		✓	✓
2	Teaching, Learning, Assessment and Pupil Outcome	A	L	O
2.1	To ensure that subject staff are clearly focused upon excellence in classroom practice and deliver outstanding pupil outcomes in terms of progress and attainment.	✓	✓	✓
2.2	To ensure that in-year assessment data is used to target interventions at individual, cohort and class level.		✓	✓
2.3	To ensure that target-setting and prior attainment data is used effectively in order to bring about improvements in pupil performance.		✓	✓
2.4	To ensure that subject staff and team members use innovative and varied styles of teaching and learning, including the use of technology, in order to enhance the pupil experience and help foster and encourage pupil ownership of their own learning.	✓	✓	✓
2.5	Work to ensure that there is a consistency across the institution.		✓	✓

2.6	Deliver an appropriate timetable of teaching, discharging the duties of a teacher as outlined in the Teacher Job Description.	✓	✓	✓
3	**Leadership and Management**	**A**	**L**	**O**
3.1	To promote the school's Excellence Plan and to promote the values and behaviours which underpin them.	✓	✓	✓
3.2	In collaboration with leadership, carry out Appraisal, supporting staff to meet their targets, reflect on and evaluate their performance.			✓
3.3	In collaboration with leadership, put in place appropriate steps to provide mentoring and staff development support for all probationary staff and any member of staff whose performance is identified as giving cause for concern.			✓
3.4	Undertake the day-to-day management and leadership of staff within the subject area.		✓	✓
3.5	In collaboration with SLT, write, implement, quality assure and evaluate the Business Studies and Computer Science Excellence plan.		✓	✓
3.6	Support SLT to ensure that appropriate steps are taken to cover every class where a teacher is absent.		✓	✓
3.7	In collaboration with leadership implement Academy/Trust policy, particularly in relation to equality and diversity, Prevent, health and safety and safeguarding.			✓
3.8	Support leadership to coordinate budgets, ensuring the efficient and effective purchase and use of all allocated resources.			✓
3.9	To undertake teaching duties in line with the teacher job description.			✓
3.10	To undertake any other duties which are commensurate with the post.			✓
4	**Finance (Resources)**	**A**	**L**	**O**
4.1	Support leadership to ensure the efficient and effective use of all allocated resources to support the curriculum and outcome needs of all pupils. Ensure that staff and resources are deployed efficiently, adhering to the Trust's Financial Regulations and the principles of Best Value.			✓
5	**4. Generic Duties and Responsibilities**			
5.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.			
5.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include Basic First Aid (training will be provided).			
5.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.			
5.4	Participate and contribute to Talent Development and Service Frameworks and other plans.			

5.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
5.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
5.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
5.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
5.9	Organise and support school/college and Trust events as requested.
5.10	Any other reasonable and appropriate duties as directed by Trust or school/college Senior Staff.
5.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff.

Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1	Qualification and Experience	Essential	MoA
1.1	Clear educational vision relevant to role.	✓	AF / I / R
1.2	Positive attitude to working with pupils, staff and parents.	✓	AF / I / R
1.3	An understanding of and commitment to equal opportunities issues both within the Trust and the community in general.	✓	I
1.4	Approachable, enthusiastic and well organised.	✓	AF / I / R
1.5	A good listener, excellent interpersonal skills.	✓	AF / I / R
1.6	Conscientious, honest and reliable.	✓	AF / I / R
1.7	Adaptability to changing circumstances and new ideas.	✓	AF / I / R
1.8	Capacity to see implications beyond the role and make decisions based upon this.	Desirable	AF / I / R
1.9	A commitment to Academy improvement.	✓	AF / I / R
1.10	A commitment to the MAT and MAT improvement.	✓	AF / I / R
1.11	The ability to establish and maintain excellent relationships with a range of stakeholders.	✓	AF / I / R
2	Qualifications and Experience	Essential	MoA
2.1	Qualified Teacher Status	✓	AF / ICQ
2.2	Degree in relevant subject.	✓	AF / I / CQ
2.3	Evidence of continuing professional development.	✓	AF / I
2.4	Understanding of current developments within the courses you will lead	✓	AF / I
2.5	Strong IT and systems skills. An ability to manage and interpret progress and attainment data, timetabling information and pupil data.	✓	AF / I / CQ
3	Knowledge and Understanding	Essential	MoA
3.1	Understand what constitutes excellence in educational provision.	✓	AF / I
3.2	Knowledge and experience of the wider improvement agenda and the wider political and educational landscape	Desirable	AF / I
3.3	Strategies for raising pupil attainment and achievement.	✓	AF / I / R

3.4	Strategies for promoting pupils' spiritual, moral, social and cultural development.	✓	**AF / I / R**
3.5	Strategies for promoting equality of opportunity together with knowledge and understanding of the educational needs of a multi-cultural population.	✓	**AF / I**
3.6	Strategies, knowledge and understanding of the measures required to safeguard and promote the welfare of children and young people.	✓	**AF / I**
3.7	Evaluation and use of comparative data to establish benchmarks and set targets for improvement.	✓	**AF / I**
3.8	Ability to work with the SLT on personnel issues and budget management.	✓	**AF / I**
4	**Relevant Experience**	**Essential**	**MoA**
4.1	Evidence of success as a teacher within the secondary age range.	✓	**AF / I**
4.2	Evidence of success in leading improvement in pupil outcomes.	✓	**AF / I**
4.3	Understanding of what makes an outstanding course and how to use data, performance management and professional development to improve pupil outcomes.	✓	**AF / I**
4.4	Evidence of the capacity to innovate and sustain new initiatives.	✓	**AF / I**
4.5	Record of successful dealings with staff, parents and pupils.	✓	**AF / I**
4.6	Flexibility and confidence to experiment with and expand strategies and resources.	Desirable	**AF / I**
4.7	Experience of leading and managing change.	✓	**AF / I**
4.8	The ability to collaborate with SLT and Innovate Learning Zone leadership in developing and sustaining strategic planning	✓	**AF / I**
5	**Skills and Attributes**	**Essential**	**MoA**
5.1	Leadership skills – the ability to lead and manage people to work towards common goals based on raising pupil attainment and achievement.	✓	**AF / I / R**
5.2	Decision making skills – the ability to collaborate with Innovate Co-ordinator and SLT in determining strategic actions based on the evaluation of appropriate evidence.	✓	**AF / I / R**
5.3	Communication skills – the ability to make points clearly both verbally and in writing and to engage with the views of others.	✓	**AF / I / R**
5.4	Partnership skills – the ability to collaborate with peers, partners and stakeholders within and beyond school.	✓	**AF / I / R**
5.5	Self management – the ability to plan time effectively and to organise oneself well.	✓	**AF / I / R**
6	**Mandatory Requirements**	**Essential**	**MoA**
6.1	A satisfactory DBS check at an enhanced level is a condition of employment with Inspire Learning Trust.	✓	**AF / I / R**

6.2	Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bindovers do not need to be declared.	✓	AF / R
6.3	References that confirm suitability to work in an educational setting, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF / R
7	**Physical Requirements**	**Essential**	**MoA**
7.1	Health and physical capacity for the role.	✓	AF / I / R
7.2	A good attendance record in current employment (not including absences resulting from disability).		R

8. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

Seeing the Bigger Picture: Understand the strategic drivers for your area of work. Align activities to contribute to wider Trust priorities. Remain alert to emerging issues and trends which might impact your work area. Seek out and share experiences to develop knowledge of the team's business area. Understand how the strategies and activities of the team create value and meet the diverse needs of all stakeholders.

Changing and Improving: Work with others to identify areas for improvement and simplify processes to use fewer resources. Use technology where possible to increase efficiency. Encourage ideas for change from a wide range of sources. Clearly explain the reasons for change to colleagues and how to implement them, supporting individuals with different needs to adapt to change. Encourage an environment where colleagues know that they can challenge decisions and issues safely.

Making Effective Decisions: Understand own level of responsibility and empower others to make decisions where appropriate. Analyse and use a range of relevant, credible information from internal and external sources to support decisions. Invite challenge and where appropriate involve others in decision making. Display confidence when making difficult decisions, even if they prove to be unpopular. Consult with others to ensure the potential impacts on end users have been considered. Present strong recommendations in a timely manner outlining the consideration of other options, costs, benefits and risks.

Leadership:. Ensure colleagues and stakeholders have a clear understanding of Trust objectives, activities and time-frames. Take into account different individual needs, views, and ideas, championing inclusion and equality of opportunity for all. Consider the impacts of own and team's activities on stakeholders. Role-model commitment and satisfaction with role. Recognise and praise the achievements of others to drive positivity within the team. Effectively manage conflict, misconduct and non-inclusive behaviour, raising with senior managers where appropriate.

Communicating and Influencing: Communicate in a straightforward, honest and engaging manner, choosing appropriate

styles to maximise understanding and impact. Encourage the use of different communication methods, including digital resources and highlight the benefits, including ensuring cost effectiveness. Ensure communication has a clear purpose and takes into account people's individual needs. Share information as appropriate and check understanding. Show positivity and enthusiasm towards work, encouraging others to do the same. Ensure that important messages are communicated with colleagues and stakeholders respectfully, taking into consideration the diversity of interests.

Working Together: Encourage team work within own team and across other departments. Establish professional relationships. Collaborate with these to share information, resources and support. Invest time to develop a common focus and genuine positive team spirit where colleagues feel valued and respect one another. Put in place support for the wellbeing of individuals within the team, including consideration of your own needs. Make it clear to all team members that bullying, harassment and discrimination are unacceptable. Actively seek and consider input of people from diverse backgrounds and perspectives.

Developing Staff and Others: Identify capability gaps for self and team. Ensure development objectives are set and achieved to address any gaps and enable delivery of current and future work. Take time to coach, mentor and develop other colleagues to support succession planning. Promote inclusiveness by respecting different personal needs in the team and use these to develop others. Reflect on own work, continuously seek and act on feedback to improve own and team's performance.

Managing a Quality Service:. Develop, implement, maintain and review systems and services to ensure delivery of professional excellence. Successfully deliver high quality education that meets the pupils/student's needs. Identify risks and resolve issues efficiently. Involve a diverse range of colleagues in developing suggestions for improvements. Establish ways to find and respond to feedback about the services provided.

Delivering at Pace: Show a positive approach to keeping the whole team's efforts focused on the top priorities. Promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation. Ensure the most appropriate resources are available for colleagues to use to do their job effectively. Regularly monitor your own and team's work against milestones ensuring individual needs are considered when setting tasks. Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance. Allow individuals the space and authority to meet objectives, providing additional support where necessary, whilst keeping overall responsibility.

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Learning Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy, we have contracted with the Education Support Partnership, and they provide us with an Employee Assistance Programme to support all staff on a range of issues. We will continue to work with our staff body to improve and ensure that we remain a really good place to work. Our commitment to our pay and conditions is demonstrated by the Trust being recognised as an Accredited Living Wage employer.

We are a Living Wage Employer

Inspire Learning Trust is committed to… Educational Social Responsibility
We are committed to a value led educational provision.

Inspire Learning Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Learning Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Learning Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**

- **Inspired to achieve - Oakwood High School**

- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**

- **Everyone succeeds - Winterhill School**

Underpinning this ethos, Inspire Learning Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, students and trustees, these are;

Respect, Responsibility, Resourcefulness, Resilience, Reflection, Risk taking and Relationships