Higham Lane School
Helping Learners Succeed

Permanent Subject Leader for Computer Science and ICT and Whole School ICT and Online Safety Coordinator

Full-Time

MPR/UPR + TLR2C £6,693

With the possibility of an additional Recruitment and Retention Allowance for an exceptional candidate

Sept 2022

Thank you for taking the time to consider Higham Lane School as your next school. Higham Lane is a large, 11-18 comprehensive academy, set on an attractive site on the Warwickshire-Leicestershire border, easily accessible due to excellent road, train and bus connections.

Achievement in all its forms: artistic, academic, social, cultural, sporting and intellectual is equally valued in our diverse five year, knowledge-rich curriculum. We were extremely pleased to have been rated as Outstanding by Ofsted in May 2019, one of only a small number of schools in England to have achieved the highest rating that year. We are enormously proud to have performed in the top 20% (yes that's top 20%!) of schools in England for student progress at GCSE in 2019. (As you are aware, schools have not published results for 2020 and 2021 due to the pandemic). We are also delighted to have achieved impressive A level results in our high-performing Sixth Form. Our progress figures indicate that our teaching and learning and student behaviour and engagement are excellent! We are also delighted that the Department for Education has given us permission to open a new secondary Free School, Higham Lane North Academy, within the next few years after we have formed a new Multi Academy Trust. In July 2021, we were granted World Class Schools status, one of a very small number of schools to achieve this.

Our school has a strong ethos based on mutual respect between students and staff and very clear expectations regarding students' effort and behaviour. We enjoy an excellent reputation with parents/carers and are always over-subscribed. You will find a happy, caring and purposeful environment at Higham Lane. Students get on exceptionally well, both with each other and with our staff, who take pride in working here. Our students are encouraged to do their very best in every aspect of their lives and to reach the highest standards, irrespective of their ability.   We encourage them to "Be the best you can be!"

At Higham Lane, our staff are our most precious resource. We are committed to offering you:

- excellent continuous professional development

- reduced workload

- behaviour for learning that empowers teachers to teach and students to learn

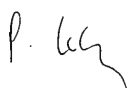- a range of imaginative approaches to ensure staff wellbeing.

The closing date for applications is: **Monday 7th February**. (If you encounter a problem in meeting this deadline, please contact the School). If you are interested in applying for this post, please complete the application form that you will find on the School's website (www.highamlaneschool.co.uk) and email it to jobs@highamlaneschool.co.uk, indicating in the message title the post you are applying for.

If you would like to have a chat about this post, please contact Ian Naisbitt, Assistant Headteacher, on 024 7638 8123.

Higham Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be subject to an enhanced DBS check and will also be taken through the School's vetting procedure.

We really look forward to reading your application!
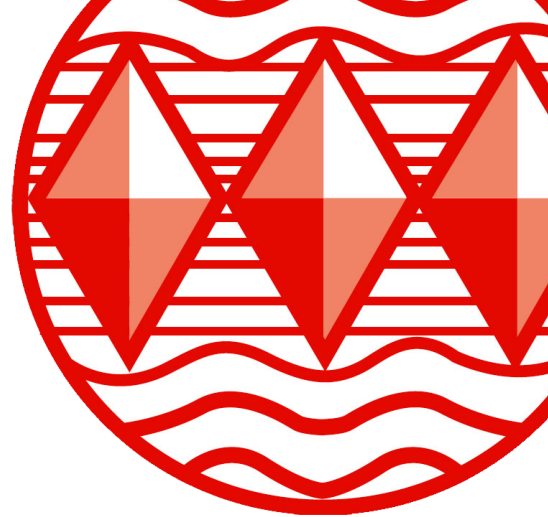
Yours sincerely,

Phil Kelly

Headteacher

WHY WORK FOR HIGHAM LANE SCHOOL?

EXCELLENT CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

- we are passionate about teaching and learning, always developing our practice and learning from each other!

- our CPD is second to none and highly-regarded by our staff, many of whom often lead sessions themselves. Staff have led presentations for Pixl and Osiris.

- all staff receive regular training in the most effective teaching and learning techniques.

- we provide bespoke career stage training such as NPQSL, NPQML and NPQH and the new, reformed NPQ programmes, as well as Olevi programmes for improving and outstanding teachers as well as outstanding leaders.

- we have expertise in teacher training and formed the Higham Lane School Partnership comprising 13 partner schools across both primary and secondary phases in collaboration with the University of Warwick, Birmingham City University and the University of Leicester.

- we are actively leading school-to-school support within our local area, sharing our strong practice and expertise and learning from other schools about their effective approaches.

- We are local delivery partners for the Early Career Teacher and Mentor Induction programmes.

REDUCING WORKLOAD

- we are committed to reducing teacher workload by always looking to streamline our ways of working, for example in our Feedback Policy, which makes greater use of whole-class feedback, rather than pointlessly marking excessively.

- we value our staff as experts in their subjects.

- staff work very effectively in their subject teams to produce schemes of learning and resources, so that teachers are not wasting time creating their own materials.

- students use Knowledge Organisers for revision during homework and peer-assess themselves in our Do Now knowledge tests, enhancing their subject knowledge and reducing teacher workload.

BEHAVIOUR FOR LEARNING THAT EMPOWERS TEACHERS

- we empower teachers to teach and students to learn!

- students' behaviour is excellent.

- our SLT and Progress Leaders move around our site during every lesson to visit lessons, support teachers and uphold our ethos.

- where students do not behave according to our expectations, we address this promptly.

- parents/carers fully support our Behaviour for Learning Policy.

SAFEGUARDING

- all the staff whom we employ are expected to demonstrate a responsibility for and a commitment to the safe-guarding of students. We will offer you regular, high-quality training to enable you to do this effectively.

STAFF WELLBEING

- staff wellbeing is very important to us. We care about each other.
- we ensure a work-life balance in the way we organise our meetings and INSET days and release our calendar before the start of the academic year.
- we ensure emails are used sparingly and only at agreed times.
- we support staff to look after themselves, for example through our health awareness events.
- we get on well together and celebrate our many achievements in a range of social events.

SERVING OUR COMMUNITY

- students play an active part in the running of our school and student voice is important to us.
- we have excellent relationships with parents/carers and value their feedback.
- we actively support our local community through fundraising and supporting local charities such as the Nuneaton Food Bank and Edward Street Food Kitchen.

STAFFING AND ACCOMMODATION

- The Computer Science and ICT Department has two full-time and one part-time member of staff, one of whom is the Subject Leader and the other two are joint Assistant Subject Leaders.
- We have a range of accommodation including two ICT suites in the main school which are used solely for the teaching of Computer Science and ICT and two others which are shared with the Business Department. We also have access to four ICT suites in our recently built Sixth Form Centre to deliver A-level courses.
- Each member of the Department is provided with a laptop.
- Teamwork is a real strength of the Computer Science and ICT Department. Teachers work closely together on writing Schemes of Learning and sharing practical approaches to teaching each aspect of every course.

KEY STAGE 3

- In Years 7 and 8, students are taught elements of both ICT and Computer Science with the aim of preparing students to go on to study either Computer Science or IT at Key Stages 4 & 5.
- Students receive two hours of lessons per fortnight throughout Key Stage 3.

KEY STAGE 4

- Students can opt for GCSE Computer Science or Cambridge Nationals Level 1/2 in Information Technologies (which has replaced the Cambridge Nationals Level 1/2 Creative iMedia course currently being studied by our Year 10 & 11 students). Students receive four hours of teaching per fortnight for each option subject studied.
- Groups are of mixed ability.

KEY STAGE 5

- Students can opt for OCR Computer Science at A-level. Students receive ten hours of teaching per fortnight for each A-level subject studied.

GENERAL COMPUTER SCIENCE AND ICT DEPARTMENT INFORMATION

The Computer Science and ICT Department at Higham Lane School is a committed team of teachers. Our aim is to further increase students' progress and offer students a broad, balanced curriculum, to give them the skills and confidence needed to pursue their chosen further studies and careers. We use a range of strategies to maximise student performance, ensuring teaching and learning is creative, challenging and engaging.

2019 EXAMINATION RESULTS

GCSE COMPUTER SCIENCE

68% of students achieved grades 9-4

13% of students achieved grades 9-7

A-LEVEL COMPUTER SCIENCE

50% of students achieved grades A*/A

100% of students achieved grades A*-C

CAMBRIDGE NATIONALS IN CREATIVE I-MEDIA

(first cohort due to complete in summer 2020)

Job Title:

Permanent Subject Leader for
Computer Science and ICT and
Whole School ICT and Online
Safety Coordinator (full-time)

Date of Commencement:

September 2022

Applications are invited from suitably-qualified and experienced teachers of Computer Science and ICT to lead these key areas. Applicants will need to demonstrate that they have the ability and vision to lead the Computer Science and ICT Department; to promote the teaching of Computer Science and ICT across the School and to coordinate the effective use of ICT across the curriculum and be the whole school lead on online safety. The successful candidate will be required to teach Computer Science in Key Stages 3, 4 and 5. Experience of teaching Cambridge Nationals in Creative i -Media or IT would also be desirable, but this is not essential and would not prevent suitable candidates from being shortlisted, if they meet the person specification.

General Duties and Responsibilities

The expectations and duties of a Standard Scale Teacher at Higham Lane School are set out in the national Teachers' Standards, which can be found at: https://www.gov.uk/government/publications/teachers-standards

Pastoral responsibilities will include form tutor duties such as registration, monitoring progress and behaviour, checking uniform and student organisers and reporting and liaison with other staff as necessary.

Please note our clear expectations regarding **personal and professional conduct of staff and the safeguarding of students:**

- To have total regard for the need to safeguard students' well-being, in accordance with statutory provisions.

- To have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards in their own attendance and punctuality.

- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Specific Duties and Responsibilities
as Subject Leader

a. **Coordinating and delegating responsibilities** within the Department and ensuring these responsibilities are carried out effectively by all staff.

b. Overseeing **the Curriculum and Leading high quality Teaching and Learning**

– Ensure an appropriate broad and balanced curriculum is in place across each key stage, which covers the National Curriculum and awarding body specifications for the subject as appropriate and the chosen examination specifications. Review this in a timely manner.

– Coordinate effective display in all teaching areas.

– Oversee the Department's contribution to the Year 8 Curriculum and Options Evening, Sixth Form Open Evening and main school Open Day and Evening.

– Ensure appropriate extra-curricular provision is in place.

– Communicate with students and parents/carers regarding curriculum content and options choices.

– Coordinate the writing and review of short, medium and long-term Schemes of Learning and differentiated resources in the subject.

– Advise, coach and lead staff in professional learning on effective teaching and learning, differentiation and use of ICT.

– Monitoring the quality of Home Learning.

c. **Leading high quality Marking, Feedback, Assessment and Reporting**

– Support staff to follow the School's Marking and Feedback Policy.

– Coordinate the accurate and timely assessment of the work of students and ensure relevant assessments are loaded onto the Department and Whole-School Data Systems by agreed deadlines, so that they can be reported to parents.

d. **Tracking students' progress against their targets and arranging appropriate intervention.**

e. **Leading and coordinating quality assurance and self-evaluation** by planning, taking part in and writing up findings of paired lesson observations, learning walks, work scrutiny, data analysis, stakeholder consultation, Department SEF completion and so on and use this analyses to identify effective practice and areas for improvement to be addressed in professional learning.

f. **Leading the strategic direction and development of the subject** by creating, monitoring and reviewing the Department Development Plan (DDP).

g. **Ensuring that the Department is appropriately staffed and completing the Department's timetable planning** and the allocation of groups of students.

h. **Ensuring the effective induction** of new staff and the appropriate support for trainee teachers.

i. **Communicating with parents/carers** effectively about the work of the Department, the progress of their child/ children and responding to any concerns promptly.

j. **Maintaining the highest standards of student behaviour** and effort. Overseeing the operation of the Behaviour for Learning system within the Department and supporting colleagues in using effective strategies and applying sanctions where appropriate.

k. **Ensuring effective departmental communication**, including planning and leading meetings, circulating action points and preparing departmental newsletters.

l. **Overseeing the Department's efficient completion of examination entries** and coordinating internal exam arrangements.

m. **Ensuring the Department's budget is managed effectively**, completing orders by agreed deadlines and ensuring resources are maintained effectively.

n. **Carrying out the appraisal** of several teachers from the Department.

Specific Duties and Responsibilities
as Subject Leader (continued)

o. Preparing for, attending and following up actions from **line management meetings** with your Senior Leadership Team (SLT) Link.

p. Attending the **half-termly Subject Leaders and Assistant Subject Leaders meetings** with all other middle leaders and members of the Senior Leadership Team (SLT) across the School.

q. **Liaising with other relevant staff** (for example Progress Leaders, the SENDCO, the Pupil Premium Coordinator) to ensure that the needs of students are fully met.

r. **Supporting school-to-school support** by liaising with partner primary schools and Subject Leaders in other local schools.

s. **Ensuring effective Safeguarding** within the Department and its extra-curricular activities, including the health and safety and security of classrooms.

t. **Setting work for the classes of absent colleagues.**

Specific Duties and Responsibilities
as Whole School ICT and Online Safety Coordinator

a. **Whole school lead on Online Safety** (formerly E-safety), including gaining and maintaining Online Safety accreditation and ensuring that Online Safety is embedded within departments and across the school.

b. **Coordinating the effective use of ICT across the curriculum** including aspects of cross-curricular planning.

c. Encouraging and **supporting teachers and teaching assistants in their own use of ICT and in the development of ICT within their curricular areas.**

d. In conjunction with the Assistant Headteacher with responsibility for E-learning, updating **relevant ICT and Online Safety policies and sections of the School Development Plan** and **ensuring that statutory requirements with regards to the use of ICT and Online Safety are met.**

e. Liaising with the Assistant Headteacher with responsibility for E-learning in order to share **practice and dovetail provision, demonstrating high expectations and modelling effective strategies for continuous improvement.**

f. **Communicating with parents/carers** with regard to developments and initiatives in ICT and Online Safety.

g. **Coordinating Learning and Teaching components of the School's VLE (SharePoint & Google Classroom) and website.**

h. **Advising on the purchase of appropriate software and hardware** relating to Teaching and Learning;

Other tasks as may reasonably be expected of a post holder at this level in our structure.

Person Specification for Permanent Subject Leader for Computer Science and ICT and Whole School ICT and Online Safety Coordinator (full-time)

1= application form; 2= selection day activities; 3=documentary evidence.

Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	How Identified
Qualifications	E	Degree level qualification	1,3
	E	Qualified Teacher Status	
Experience	E	2 years' experience of teaching at KS3 and GCSE level	1
	D	Leadership experience as Assistant Subject Leader or other leadership role	1,2
	E	Experience of teaching Computer Science at KS4 and KS5 level	1
	D	Experience of teaching Cambridge Nationals in Creative i-Media or IT at KS4 level	1
Knowledge and understanding	E	Of one or more GCSE and A-level specifications	1,2
	E	Of how to plan and implement an effective curriculum	
	E	Of a range of effective, differentiated teaching and learning, assessment for learning and marking and feedback techniques	
	E	Of how to make secure judgements relating to student progress and performance	
	D	Of how to use ICT to enhance teaching and learning to aid Teaching and Learning and raise standards	
	D	Of how to conduct effective self-evaluation and act upon findings.	
	E	Of how to use comparative data to evaluate students' performance.	
	D	Of how to judge the quality of Teaching and Learning and Marking and Feedback	

1= application form; 2= selection day activities; 3=documentary evidence.

Category	E/D	Criteria Indicated E (Essential) or D (Desirable)	How Identified
Professional Skills and Attributes	E	The ability to motivate, influence and challenge all students and colleagues to achieve their best performance. The ability to consistently deliver 'good' or 'outstanding' lessons. The ability to assess students' work and offer them feedback in line with the School's Marking and Feedback Policy. The ability to ensure excellent Behaviour for Learning of students. The ability to be well-organised, keep efficient records and meet deadlines. The ability to communicate effectively. The ability to work effectively as a leader of and member of a team. The ability to take responsibility for your own professional learning. Energy, enthusiasm, commitment and perseverance.	1,2
Health and Attendance	E	A good health and attendance record.	3

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