

# Briefing Pack for Applicants Subject Leader for Enterprise and Computer Science



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



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**May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.**

## Section 1: Post Advertisement

**Post:** Subject Leader for Enterprise and Computer Science  
**Location:** Handsworth Grange Community Sports College  
**Pay scale:** Teachers Main Pay Range MPR/UPR, plus TLR2C - £7,490  
**Contract:** Full time, Permanent  
**Start date:** 01 September 2024 or earlier

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We are currently looking to recruit a Curriculum Leader of Enterprise and Computer Science.

The successful candidate will lead a strong department with an excellent team of staff. Applicants should be outstanding teachers who are passionate about the subject and have proven ability to raise levels of progress and attainment, with pupils of all abilities, in both key stages.

You will be a dynamic, talented, and enthusiastic professional who can lead the Enterprise and Computer Science team. You will have a proven track record of securing successful student outcomes and creating a culture of learning where every pupil can achieve to, and beyond, their potential. You will be an outstanding teacher, and leader of learning, who also has experience in developing the potential of other teachers. Leading a dedicated, hardworking, and supportive team, you will make a substantial contribution to the strategic development of the department and the school.

Candidates are encouraged to have an informal discussion about the role with: Paul Rockliffe  
Deputy Headteacher [prockliffe@handsworth-mlt.co.uk](mailto:prockliffe@handsworth-mlt.co.uk)

**The closing date is at 9am on Friday 20 September 2024 and interviews will take place week commencing 23 September 2024.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and

Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the school website [www.hgcsc.co.uk](http://www.hgcsc.co.uk)  
**Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values:

Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.



**Suzy Mattock**  
**Headteacher**

# Handsworth Grange Community Sports College's Cultural Fit

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So... we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.



**Suzy Mattock**  
**Headteacher**

## Section 4: Job Description



# Minerva Learning Trust Job Description



**Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>POST TITLE</b>	Subject Leader for Enterprise and Computer Science
<b>GRADE/SALARY</b>	Teachers Pay Range- MPR/UPR, plus TLR2C - £7,490
<b>HOURS/WEEKS</b>	Full time, term time
<b>LOCATION</b>	Handsworth Grange Community Sports College
<b>RESPONSIBLE TO</b>	Assistant Headteacher Data and Outcomes
<b>RESPONSIBLE FOR</b>	Strategic leadership for the development and management of the Enterprise and Computer Science department
<b>PURPOSE OF THE JOB</b>	<p>As a Subject Leader, you will be responsible for the strategic development and day-to-day running of the department.</p> <p>This will include teaching and learning; the progress and attainment of pupil; the curriculum and leadership and management of the department</p> <ul style="list-style-type: none"> <li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.</li> <li>• To monitor and support the overall progress and development of students as a teacher and group tutor.</li> <li>• To directly line manage subject leads for each area.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment and outcomes.</li> </ul>



	<ul style="list-style-type: none"> <li>To share and support the school and Trust's ethos and culture toward providing and monitoring opportunities for personal and academic growth.</li> </ul>
<b>RELEVANT QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Qualified Teacher Status</li> <li>A Degree in Relevant Field</li> </ul>

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

## **MAIN DUTIES**

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

In fulfilling the requirements of the post, you will demonstrate the essential professional characteristics that are outlined in the current School Teachers Pay and Conditions Document.

You will, in particular:

- inspire trust and confidence in students and colleagues
- support the vision, ethos and policies of Handsworth Grange Community Sports College
- lead and manage the department and build team commitment with colleagues
- ensure that students make progress in relation to appropriately challenging targets using local, national and international data sets
- work with a commitment to improving students' communication skills, particularly in reading writing, confident use of number and ICT

## **RESPONSIBILITIES**

### **1. Lead, manage and develop across the curriculum**

- To provide strategic leadership for the development and management of the department.
- Have a clear understanding of the aims and purposes of Enterprise and Computer Science, of how it contributes to school improvement and the personal development, well-being and achievement of pupils.
- To develop and lead a team of committed teachers with the expertise to provide a high-quality programme, with regular meetings and delegation of roles, responsibilities and tasks.
- To manage the department's capitation, resources, development and staff deployment in line with the School and Department Development Plans and national and local initiatives.

- To have an overview of, and contribute towards, the planning and delivery of continuous professional development and training related to teaching and learning across the school as it relates to knowledge, understanding and skills.

## **2. Managing teaching & learning**

- Demonstrate and evidence good teaching ability; to be able and willing to share with, support and motivate colleagues.
- Create a safe and supportive classroom environment through the development of ground rules with each group of pupils.
- Discuss, develop and disseminate best practice in teaching & learning.
- Ensure teaching programmes include a wide range of approaches and activities for pupils and that staff have the skills and experience to lead them effectively.
- Help staff to select activities and resources that meet the intended learning outcomes of the programme and the needs of the pupils.
- Ensure lessons reflect all aspects of difference and diversity within the classroom and community.
- Provide a range of assessment activities that teachers can use to assess achievement of different outcomes, taking account of skills development, as well as gaining knowledge.
- Place an emphasis on pupil reflection and self-assessment as the foundation of learning in Enterprise and Computer Science.

## **3. Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To identify clear, appropriate targets for attainment and/or achievement in Enterprise and Computer Science.
- To monitor, assess, evaluate and record pupil progress and achievement against agreed targets.
- To attend line management meetings with a clear overview of progress within each subject area.
- To ensure the planning and delivery of appropriate and timely interventions for pupils.
- To develop evaluation strategies that contribute and link to overall school self-evaluation procedures.

## **4. Leading, developing and enhancing the teaching practice of other staff**

- To establish and maintain common standards of practice across teaching and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring of new staff.
- To act as a performance management team leader for identified staff.
- To ensure all staff in school are familiar with the aims and objectives of Enterprise and Computer Science.

## **5. Transition**

To liaise, where appropriate and possible, with primary partner schools to:

- Co-ordinate, develop and monitor progress throughout transition.

- Plan, coordinate & develop shared teaching & learning across the schools throughout transition.
- Liaise with outside agencies and other post-16 providers e.g. Sheffield College, to facilitate effective progression.

## **SAFEGUARDING**

To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.
  - To develop and support partnerships with parents e.g. ensuring appropriate and early contact and liaison, facilitating parental support and involvement, re-enforcing school expectations, homework policy and examination requirements.
  - To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
  - To act as a role model of good practice for other teachers within the department and across the school e.g. in professional conduct, in teaching and learning, in management of pupil behaviour, in relationship with colleagues both in and outside of school etc.
  - To lead or contribute towards additional tasks or strategies related to the School Development Plan and school improvement as agreed with the LT Line Manager e.g. leading or participating in a Working Group, reviewing/creating policies and procedures, leading or contributing to in-school CPD activities.
  - To participate in school quality assurance procedures e.g. lesson observations.

## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 5: Person Specification



# Minerva Learning Trust Person Specification



**Post title: Subject Leader for Enterprise and Computer Science**

Minimum Essential Requirements	Method of Assessment
<b>QUALIFICATIONS</b>	
Qualified Teacher Status	AF
Degree in related Subject	AF
<b>KNOWLEDGE AND EXPERIENCE</b>	
Recent teaching at KS3 and KS4	AF/I/R
Experience of raising standards for students of all abilities	AF/I/R
Experience of leading or contributing towards a successful department or whole school initiative	AF/I/R
A good understanding of strategies to raise student attainment at all levels	AF/I
Knowledge and understanding of the contribution their subject specialism makes to meeting the present/future needs of young people	AF/I
<b>SKILLS</b>	
A range of effective behaviour management techniques	AF/I/R
Ability and commitment to supporting both literacy and numeracy strategies alongside their specialism/s	AF/I
Capacity to motivate, inspire and challenge young people and colleagues	AF/I/R
Ability to lead and manage an effective team	AF/I/R
Ability to interpret performance data across the department	AF/I
Ability to effectively use ICT in the classroom and as a management tool	AF/I/R
<b>PROFESSIONAL DEVELOPMENT</b>	
Evidence of a commitment to continuing professional development	AF/I
Willingness to actively participate in professional learning	AF/I
Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape	AF/I
<b>QUALITIES AND ATTRIBUTES</b>	
High expectations of self	AF/I
The ability to act on advice and be open to coaching	AF/I
The ability to motivate others	AF/I
The ability to remain calm and diffuse situations	AF/I
A commitment to support the Trust and the school's aims, vision and ethos	AF/I

Adaptability and resilience, with the ability to cope with periods of work pressure with a sense of proportion	AF/I
Energy and commitment to professional responsibilities and to the betterment of all pupils	AF/I
A willingness to contribute to the wider life of the school	AF/I
<b>WORK RELATED CIRCUMSTANCES</b>	
Ability to manage working hours flexibly to meet the demands of the role	AF/I
Willingness and ability to travel to other work locations within the Trust and other venues.	AF/I
Demonstrate a positive team approach to work	AF/I
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
AF = Application form  
I = Interview  
R = Reference

## Section 6: The Appointment Process

These notes are intended to guide you when making an application.

- The Application Form  
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
- Education and Training  
State your qualifications and any training you have undertaken relevant to the post.
- Present Appointment  
Make it clear what your present post is, which establishment you work in and who your employer is.
- Previous Appointment  
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
- Referees  
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
- The Supporting Statement/Letter of Application  
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
- Arrangements for Interview  
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
- The Interview  
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
- Feedback  
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
- Selection for Appointment  
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
- Arrangements for Applications  
When you have completed your application, the completed form and covering letter should be e-mailed to [akeeton@handsworth-mlt.co.uk](mailto:akeeton@handsworth-mlt.co.uk) by the closing date.