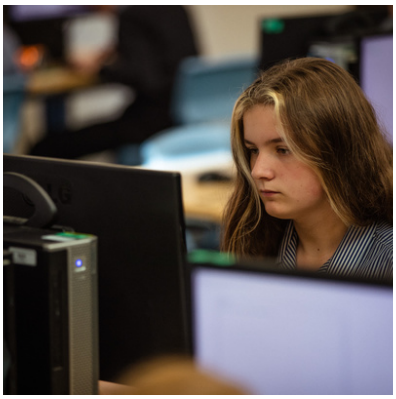
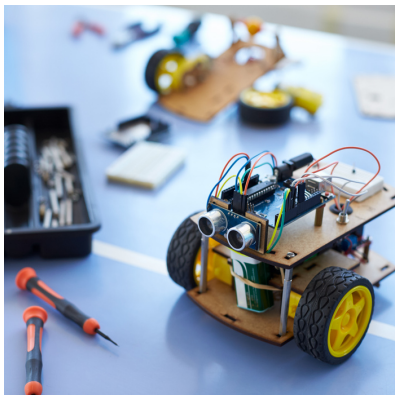
Recruitment Pack

HEAD OF ICT
JANUARY 2023

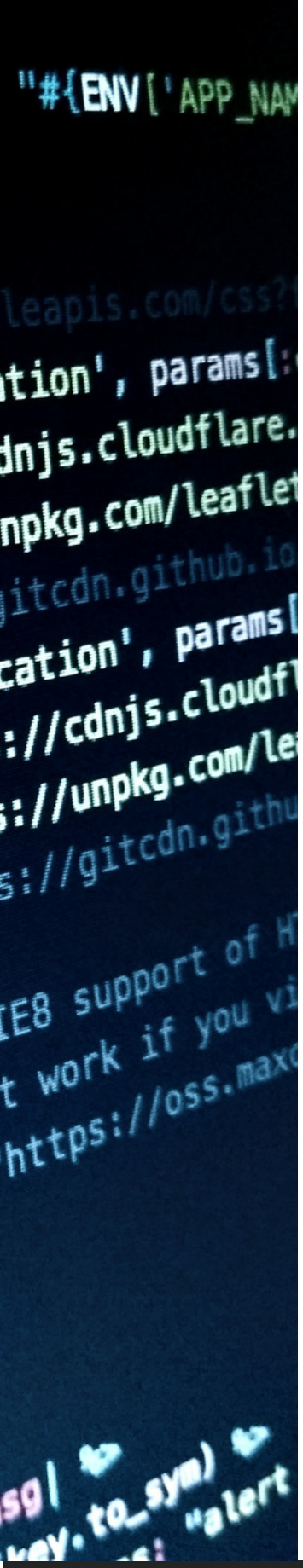








MLP MAGNA LEARNING PARTNERSHIP



Dear Candidate

Thank you for your interest in the position of Head of ICT at our school.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest.

I joined this vibrant, caring and progressive school in September 2020 and our school is continuing its journey towards providing an outstanding education for all our students and becoming the school of choice for Salisbury and the surrounding area. As our school continues to grow, due to being heavily oversubscribed, we are looking to expand our teaching team.

Our school ethos is built firmly on our values and vision for young people, which you can find out more about in the enclosed recruitment information. Our aim is to develop open-minded, flexible, resilient individuals, with the skills and attitudes to be successful in tomorrow's society. Empowering young people to be the source of their own success, is our commitment in enabling our students towards a life fulfilled.

We are fortunate to have outstanding, forward-thinking staff, who continually develop their practice and we are seeking a Head of ICT to lead in the area of Computing. The department consists of one other Computing teacher. The school invests significantly in ICT. The successful candidate will work closely with the Headteacher in further developing the ICT strategy.

IT, Computer Science and iMedia are popular subjects at Trafalgar.

Candidates should note that The Trafalgar School is part of a Multi Academy Trust, known as the Magna Learning Partnership. This may afford the exciting opportunity to work in more than one school as the need arises. Your interest and readiness for this would be questioned at interview.

To apply for this position, you should complete the Application Form. Your supporting statement (which should be no more than 2 sides of A4) should explain your reasons for applying for this position, your relevant qualifications and experience to date and what you can bring to the role of Head of ICT and to our school – what difference you would make. The school would welcome applications from both qualified and newly qualified teachers.

I hope you gain a sense of our ethos and values from the information contained in this Recruitment Pack. If you would like to have an initial phone conversation or online meeting with me, prior to applying, please contact my assistant, Rachel Reeves- r.reeves@trafalgar.wilts.sch.uk. Deadline for applications is Monday 3rd October 2022.

Further information about our school can be found on our website www.trafalgarschool.com.

I very much look forward to receiving your application.

Jonathan Curtis
Headteacher



Our Purpose

OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge. Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



Our Values

Our values define us and underpin our ambition of a life fulfilled through empowerment. These values apply to our staff, as well as to our student community, so we seek a colleague who is:

STRONG AND SPIRITED
They believe that as an individual and within a community, they are in charge of their own destiny and they have the power to change the world both for others and for their selves. They are self-motivated.

GIVING
They look for opportunities every day to serve other people and to make the world just that little bit better in whatever way they can. By doing this they improve their own sense of self-worth. They understand the importance of civic responsibility, of being a positively contributing member of society.

DETERMINED
They do not give up even if the road gets tough. They are resilient, persevere and achieve their goals. They understand that commitment to a long term goal is the key to a successful and fulfilled life and gives them roots.

COMPASSIONATE
They care about others and themselves and understand that sometimes people need our support.

ENTHUSIASTIC
They enjoy life and appreciate everything they see and do. They find joy in the smallest things. They always give of their best and expect the same from others.

TRUSTWORTHY
They strive to do what is right and value honesty and trust.

RESPECTFUL
They realise that everyone has talents and gifts and should be respected. They expect that both for and from themselves. They listen to others and are courteous. They are socially confident and understand the importance of self-regulation.

OPEN-MINDED
They understand that difference is a positive thing and that no one way is always the right one. They are tolerant of others and expect the same towards themselves.



Our Strategic Plan

Our purpose is to empower students to be the source of their own success. We will do this by:

SAFEGUARDING

1. Providing a healthy, safe, supportive and happy learning environment so that all students have the opportunity to grow emotionally, socially, morally, intellectually and spiritually.

WELLBEING

1. Building positive relationships and a strong community so that all stakeholders feel valued and a sense of belonging.
2. Upholding high standards of behaviour so that all students have a moral understanding and a sense of civic responsibility to make the world a better place.
3. Promoting the physical, mental and emotional health of the child and the importance of a positive mind-set so that all students live long and happy lives.
4. Teaching students to 'fail well' so that all students can rise to a challenge and are able to overcome barriers and setbacks.

CURRICULUM – 'BUILDING CULTURAL CAPITAL'

1. Sharing a passion for our subjects and a love of life and each other so that it inspires others.
2. Developing 'academic habits' so that all students become highly effective people.
3. Delivering a curriculum that is knowledge rich and secured through application so that all students can both develop and demonstrate their understanding and capability.
4. Providing teaching (and assessment) of the highest quality so that it motivates, stimulates, builds confidence and ultimately enables students to think and act for themselves.
5. Providing a co-curriculum that *builds character and develops lifelong interests.



Job Description

To provide teaching and learning and leadership of the highest quality.

- To promote and be committed to the school's strategic aims and objectives.
- To maintain and contribute to the development of the school's policies.
- To promote and be committed to securing high expectations for learning and the raising of achievement for all.
- Within school and subject policies (where applicable), to:
  - Ensure all students are challenged appropriately to achieve the very best outcomes.
  - Set appropriate homework.
  - Mark work, assess, record and report student progress.
  - Provide a stimulating learning environment.
- Have due regard for maintaining health and safety in the area s/he uses.
- Contribute to department and school enrichment programmes.
- To be a Form Tutor - carrying out the associated responsibilities.
- Foster good relationships with parents and the wider community.
- To take responsibility for your own professional development and contribute to school wide activities.
- Remain abreast of subject specific developments within Computing, and lead in developing the Computing Curriculum.
- To take full advantage of the school's induction programme.
- To seek, and then act upon, advice and guidance.
- To engage in reflective self-analysis of professional practice.
- To play an active part in the everyday life of the school.

Other Specific Duties

- To undertake any other duty as specified by the school's Teachers' Pay and Conditions document, not mentioned in the above.
- To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the Role Description.



Person Specification

QUALIFICATIONS & TRAINING

- Good Honours Degree or equivalent
- Qualified Teacher Status
- Recent relevant in-service training

EXPERIENCE

- Strong classroom practitioner with the potential to develop personal teaching excellence.
- Experience in leading an initiative or department relevant to the role.

KNOWLEDGE AND UNDERSTANDING

- Secure knowledge of Programmes of Study for Computer Science across Key Stage 3 and 4.
- Experience of a range of approaches to teaching and learning that promote positive student relationships and high achievement in an inclusive environment.
- An understanding in the use of assessment and attainment information to improve practice and raise standards.
- An understanding of the needs of students and how to remove barriers to learning.
- A knowledge of successful intervention strategies.
- An understanding of the welfare of young people in all respects and the issues surrounding the safeguarding of children and young people.

SKILLS AND ATTRIBUTES

- An ability to inspire, motivate and innovate within the vision, values and ethos of the school.
- High expectations of academic attainment, achievement and behaviour.
- Reflective and analytical and able to utilise assessment data to inform intervention.
- Is ambitious for themselves, their subject, their students and the school and understands the broad nature and importance of professional development.
- High level written and oral communication skills for a range of audiences.
- High level ICT skills.
- An ability to actively engage with students, parents, staff and governors the local community and in the life of the school.
- An ability to remain calm and perform well when working under pressure.
- A 'can do' attitude.
- A team player.
- A sense of humour
- Demonstrates energy, courage and determination.

