

# Job Description and Person Specification

**Post Reference:** 2820

**Job Title:** Teacher of Computing and Business

**Academy Name:** Leeds West Academy

**Grade:** MPS/UPS (£32,916 to £51,047)

**Hours:** Full Time

**Accountable to:** Curriculum Leader for Computing and Business

## Job Description

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### Role:

You will teach Computing and Business to key stage 3 and 4, achieving positive outcomes for all groups of students. All lessons are fully resourced with lesson materials provided, although teachers can adapt or create their own.

*NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.*

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### Duties and Responsibilities:

- Ensure good and better progress for all students within groups taught through the planning and preparation of high-quality lessons which engage, motivate, and support learners and adhere to the Academy Teaching and Learning Standards and Quality of Education Framework
- Strive to deliver a consistently good standard of teaching
- Take responsibility within own teaching areas and in the execution of general duties for the creation of a positive climate for learning which results in positive, respectful attitudes from students
- Consistently apply the academy behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the academy
- Assess, record and report on the development, progress and attainment of students within the subject team and academy assessment schedule
- In consultation with the Curriculum Leader for Computing and Business, contribute to the planning, design and production of good quality teaching materials and resources, appropriate to age and ability, in accordance with the subject strategic action plan
- Be a form tutor for a specified group of students, establishing the rapport necessary to support their social, emotional and citizenship education and development
- Within the subject team, make a strong contribution to agreed PSHCE areas as designated to the subject area through 'immersion' curriculum experiences

- Contribute to the wider life of the academy by participating in the provision of extension, enrichment and enhancement activities through the planned peak performance programme
  - Attend meetings, including parents' consultation sessions, and fulfil duties on rotas as specified in the staff handbook
  - Implement all academy policies with regard to registration, student absence, student uniform, use of planners and other routines detailed in the staff handbook
  - Observe academy rules relating to the safeguarding of students, health and safety requirements, and equality policies
  - Participate in full staff and subject team meetings, actively contributing to academy decision making and consultation procedures
  - Participate fully in the academy performance management process, engaging in professional development activities which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the academy's goal to be an outstanding place of learning
  - Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure the Leeds City Academy is a pleasant, positive place to learn and work
  - Complete morning, break and after school duties as required
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### **Equal Opportunities:**

- Promote equality of opportunity so that all children, young people, and families can access and benefit from our Trust.
  - Support the wellbeing, safety, and success of all students and young people, enabling positive educational and life outcomes.
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### **Professional Responsibilities**

- Uphold the professional standards expected of all academy staff in all interactions with colleagues, students, parents/carers, and the wider community.
- Act in accordance with the values, aims, and mission of the academy and White Rose Academies Trust.
- Contribute positively to the continuous improvement of the academy and to personal professional development through participation in training, meetings, appraisals, and by sharing ideas for improvement.
- Work collaboratively as a positive and supportive member of the team, recognising when to seek advice, guidance, or support.
- Apply academy and Trust policies and procedures consistently in all aspects of the role.

- Engage in reflective practice and appropriate continuing professional development (CPD) to improve effectiveness and maintain high standards.
- Contribute to the wider life, ethos, and objectives of the academy, including attendance at relevant meetings, training days, and events as required.

## **Safeguarding, Compliance and Conduct**

- Comply with all academy and Trust policies and procedures, including those relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection, and report any concerns promptly to the appropriate person.
- Take responsibility for safeguarding children and young people and for promoting their welfare, in line with statutory guidance and academy procedures.
- Maintain appropriate professional boundaries and conduct at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks can be identified. The job description may be amended by the Principal or Accounting Officer to reflect or anticipate changes to the role, commensurate with the grade and job title.

The post-holder may be required to undertake additional duties, as reasonably requested, to ensure the effective operation of the academy.

The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and to ensuring that safer recruitment practices are in place.

White Rose Academies Trust values diversity and seeks to create a workforce that reflects the communities it serves. Applications are welcome from all individuals regardless of sex, sexual orientation, race, religion or belief, marital status, age, or disability.

White Rose Academies Trust expects all staff and volunteers to share this commitment. Appointments will be subject to Safer Recruitment procedures, including an enhanced Disclosure and Barring Service (DBS) check. A criminal record will not necessarily prevent employment; this will depend on the nature of the offence and the circumstances.

This role involves contact with children and constitutes regulated activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relating to children.

# Person Specification

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It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

**You should be able to demonstrate that you meet the following criteria which are all essential:**

E = Essential D = Desirable

**Measured by:**

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

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## Qualifications

<b>E</b>	Good degree in relevant subject or equivalent	<b>A</b>
<b>E</b>	PGCE or equivalent	<b>A</b>
<b>E</b>	Qualified Teacher Status – the post is suitable for Early Careers Teachers	<b>A</b>

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## Knowledge and Experience

<b>E</b>	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	<b>A I R</b>
<b>E</b>	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	<b>A I R</b>
<b>E</b>	Ability to form and maintain appropriate relationships and personal boundaries with students	<b>A I R</b>
<b>E</b>	Able to form and maintain appropriate relationships and personal boundaries with students	<b>A I R</b>
<b>E</b>	Relevant classroom practice	<b>A I R T</b>
<b>E</b>	Evidence of working with young people effectively	<b>A I R</b>
<b>E</b>	Evidence of successful contributions to teamwork	<b>A I R</b>
<b>E</b>	Teach to a high standard across all key stages, using professional links to the industry as applicable	<b>A I R T</b>

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### **Skills and Competencies**

<b>E</b>	Good all round ICT skills	<b>A</b>
<b>E</b>	Able to reach a consistently good standard of teaching	<b>T R</b>
<b>E</b>	Able to use progress data of students to benchmark, track and raise attainment of students for whom responsible	<b>A T</b>
<b>E</b>	Possess good working knowledge of assessment for learning approaches and their classroom application	<b>A</b>
<b>E</b>	Possess strong interpersonal skills and be able to work effectively as part of a team	<b>A I R</b>

### **Behavioural and Other Characteristics**

<b>E</b>	Committed to continuous improvement	<b>A I</b>
<b>E</b>	Able to carry out all duties having regard to an employee's responsibility under Health & Safety Policies	<b>A I</b>
<b>E</b>	Able to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	<b>A I</b>
<b>E</b>	Be respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	<b>A I R</b>
<b>E</b>	Be committed to raising standards of achievement through high quality classroom practice	<b>A I R</b>
<b>E</b>	Take a key role in contributing to extra-curricular and peak performance enrichment activities within Computer Science which may require after school and weekends	<b>A</b>
<b>E</b>	Be committed to the principles of the academy programme	<b>A I R</b>
<b>E</b>	Possess personal integrity, warmth and a willingness to grow and learn	<b>A I R</b>

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.