



**LAURENCE JACKSON  
SCHOOL**

# **Teacher of Business, Computing & ICT**

**APPLICATION PACK**

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## WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant

We are seeking to appoint a passionate and committed Teacher of Business, Computing and ICT, this is an excellent opportunity for an ambitious and inspirational teacher to join our rapidly improving school and department. This is an exciting opportunity for an ambitious and inspirational leader who is seeking a new challenge and wishes to join a dynamic and supportive MAT.

Laurence Jackson School is a 11-16 oversubscribed comprehensive school of 1220 students serving the East Cleveland town of Guisborough and the surround area. Our intake is wide ranging by nature, and we are proud of our very inclusive philosophy of 'Inspiring Excellence'.

We are determined to have outstanding student and subject progress, with the very best practice in teaching and learning and to create inspirational learning experiences for all of our students. To be an effective part of this journey it will be essential that the successful candidate believes passionately that every student, regardless of background can make excellent academic and personal progress.

We strive to inspire excellence in learning and in life through a curriculum designed to inspire personalised academic excellence for students of all abilities and we are looking for an inspirational teacher and leader who embraces this inclusive attitude to education, is looking for a new challenge and want to be part of driving continued improvements in our school.

Kind regards



Catherine Jukes

Headteacher

Laurence Jackson School



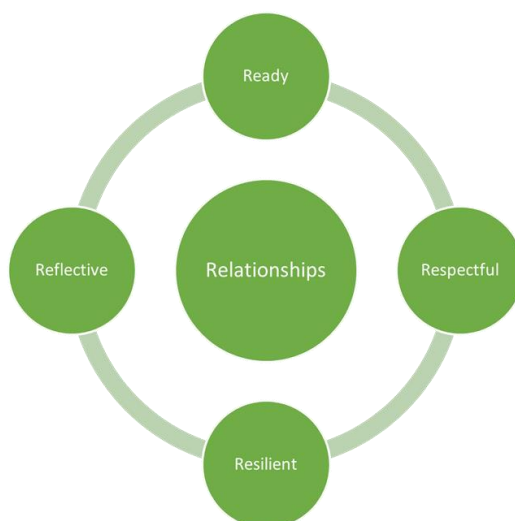
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## LAURENCE JACKSON VISION & ETHOS

We aim to develop lively, enquiring minds, encouraging our students to have a thirst for learning. We work closely with our students, building their self-confidence so they can become more independent in their learning. This enables our students to view education as a lifelong process. In addition to this, students are supported and guided through the key transition points of their education to ensure they make the right choices for their future.

We believe that supporting students to develop these skills and attributes leads to students who are equipped to be excellent both academically and socially. Our ethos helps ensure that Laurence Jackson School is a school with a positive culture and climate for learning.

Our ethos has five key elements. We know that positive relationships need to be at the centre of everything we do and students need to be able to demonstrate that they can be ready, respectful, resilient and reflective in their behaviour choices and in their attitudes to learning. Our strong character education and personal development curriculum provides students with structure opportunities to develop these characteristics.



ADVERT

# Teacher of Business, Computing and ICT

**MPS to UPS**

**Full Time, Permanent**

**Start Easter 2023**

Laurence Jackson School is a 11-16 oversubscribed comprehensive school of 1220 students. Our intake is wide ranging by nature and we are proud of our very inclusive philosophy of high standards and expectations.

We are seeking to appoint a passionate and committed Teacher of Business, Computing and ICT, this is an excellent opportunity for an ambitious and inspirational teacher to join our rapidly improving school and department.

We have:

- A positive and caring ethos and working atmosphere.
- Friendly children, eager to learn and achieve.
- A committed, enthusiastic and supportive staff team.
- Excellent support from the Governing Body, the staff and parents.
- Opportunities for career development.

**The successful candidate must have:**

- A passion for the subject and for developing student engagement and educational progress
- A commitment, drive and enthusiasm to work as part of our dedicated and successful team.
- Measurable impact as an individual teacher
- An innovative approach to teaching and learning and model excellence in the classroom
- An ability to motivate and inspire students to achieve their full potential
- The ability to establish good relationships with students, acting as a role model and responding to individual needs.
- The ability to help plan, deliver and assess outstanding learning opportunities for all

We are part of a dynamic and supportive MAT, the Vision Academy Learning Trust, which was established in 2016 and currently consists of three secondary schools, of which one is a teaching school, and five primary schools.

Applications should clearly outline why candidates want to work at Laurence Jackson School and what other attributes they have to offer to the wider school ethos should be included.

Application forms and further details are available on the school's website –

[www.laurencejackson.org](http://www.laurencejackson.org) or visit [Work for us \(valt.org.uk\)](http://Work for us (valt.org.uk))

Please return completed application forms to Miss H Ollerenshaw –

[ollerenshawh@laurencejackson.org](mailto:ollerenshawh@laurencejackson.org)

**Closing date: Wednesday 1<sup>st</sup> February 2023 at 12 noon**

**Interviews will be held on: Friday 10<sup>th</sup> February 2023**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

## VACANCY

### Job Description

<b>Post Title:</b>	<b>Teacher of Business, Computing and ICT</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To carry out the professional duties of a teacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD), under the direction of the Head Teacher.</li> <li>To teach a broad, balanced, relevant and differentiated curriculum.</li> <li>To monitor and support the overall progress and development of pupils as a class teacher and Form Tutor.</li> <li>To create a learning environment that provides pupils with the opportunity to achieve their full potential.</li> <li>To contribute to the raising of standards of achievement both within the department and across the school.</li> </ul>
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Head of department/second in department.
<b>Working Time:</b>	195 days per year.
<b>Salary/Grade:</b>	Main Scale
<b>MAIN (CORE) DUTIES</b>	
<b>Operational and Strategic Planning</b>	<ul style="list-style-type: none"> <li>Assist in the development of resources, schemes of learning and teaching strategies, both within the subject area and across the curriculum.</li> <li>Contribute to the objectives in the departmental development plan.</li> <li>Plan and teach well-structured lessons that meet the needs of all pupils.</li> <li>Contribute to the design and implementation of an engaging curriculum within the relevant subject area.</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>Set high standards and expectations for all pupils.</li> <li>Motivate and challenge pupils through inspiring teaching.</li> <li>Ensure good progress and good outcomes for all pupils.</li> <li>Demonstrate good subject and curriculum knowledge, including exam specifications at GCSE.</li> <li>Prepare pupils for internal and external assessments and examinations.</li> <li>Organise lessons effectively to ensure high-quality learning.</li> <li>Use short-term data to inform lesson planning, in order to meet the needs of all pupils.</li> <li>Mark pupils' classwork and homework in line with school policy and set regular homework.</li> <li>Assess, record and report on the attendance, progress, development and attainment of pupils, as required.</li> <li>Provide, and contribute to, oral and written assessments and reports for individual pupils and groups of pupils.</li> <li>Ensure that the contribution to Reading, Writing, Communication and Maths and Social, Moral, Cultural and Spiritual development are reflected in lesson planning and delivery.</li> <li>Prepare and update teaching resources as appropriate.</li> <li>Use a variety of teaching styles that stimulate pupils and enhance their learning experience.</li> <li>Maintain good discipline, in accordance with school procedures, and encourage good behaviour for learning and high standards of classwork and homework.</li> </ul>

<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>To take part in the school's continued professional development programme by participating in arrangements for further training and development.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To engage actively in the Performance Management Review process.</li> <li>To ensure the effective and efficient deployment of classroom support</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria, and to modify and implement, where required.</li> <li>Review methods of teaching and schemes of learning.</li> <li>Take part, as required, in the review and development of activities relating to the department and wider school</li> </ul>
<b>Curriculum Provision</b>	<ul style="list-style-type: none"> <li>Assist the Head of Department/Second in Department in ensuring that the subject area provides a range of teaching and learning experiences in line with the school's strategic objectives.</li> <li>Assist in the process of curriculum development to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.</li> </ul>
<b>Pastoral System</b>	<ul style="list-style-type: none"> <li>Be a Form Tutor</li> <li>Promote the general progress and well-being of individual pupils and of the Tutor Group as a whole.</li> <li>Liaise with the Head of Learning to ensure the effective implementation of the school's pastoral system.</li> <li>Register pupils, accompany pupils to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>Contribute to the preparation of action plans and progress files and other reports and references.</li> <li>Alert the appropriate staff to any pastoral issues experienced by pupils.</li> <li>Communicate, as appropriate, with parents and carers and with persons or bodies outside of the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.</li> <li>Apply the school's behaviour management systems so that effective learning can take place.</li> </ul>
<b>Communication and Liaison</b>	<ul style="list-style-type: none"> <li>Communicate effectively with the parents and carers, as appropriate.</li> <li>Follow agreed policies and protocols for communication</li> </ul>
<b>School ethos</b>	<ul style="list-style-type: none"> <li>Play a full part in the life of the school community, upholding its values and setting a professional example at all times.</li> <li>Actively promote all of the school's policies.</li> <li>Comply with the school's health and safety policies and undertake risk assessments as appropriate.</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>To continue personal development as agreed.</li> <li>Staff will be expected to undertake any duty as specified by School Teachers' Pay and Condition Documents not mentioned above. Staff are expected to show professionalism at all times.</li> <li>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers</li> </ul>	



## Person Specification

### Teacher of Business, Computing and ICT

Person Specification	Essential	Desirable	Source A = Application I = Interview T = Task/Observation
<b>Education and Training</b>			
Qualified Teacher Status (or working towards QTS)	✓		A
Degree equivalent to relevant to subject	✓		A
Recent, relevant training	✓		A
<b>Relevant Experience</b>			
Evidence of successful teaching in subject area	✓		A I
<b>Aptitude and Skills</b>			
A passion for teaching and learning	✓		A T I
Ability to work as part of a team	✓		A I
Evidence of successful teaching at KS£ and 4 in mathematics			
Ability to motivate and inspire pupils	✓		A I
Knowledge of NC assessment, recording and reporting	✓		A
Knowledge of GCSE specifications in mathematics			
Excellent communication skills, both oral and written	✓		A I
Excellent ICT skills	✓		A I
<b>Corporate Responsibility</b>			
High standards of professional conduct	✓		A I
Commitment to the safeguarding of children and young people	✓		A T I
Commitment to supporting children's academic progress and well-being	✓		A
Commitment to ongoing professional development	✓		A
Commitment to equal opportunities and inclusion	✓		A I
Commitment to participation in the full life of the school	✓		A I
<b>Personal Qualities</b>			
Energy, drive and tenacity	✓		I
Resilience	✓		T I
Ability to work under pressure and meet deadlines	✓		I
Commitment to a team approach	✓		I
High levels of motivation and commitment	✓		A I
Ability to maintain a sense of humour	✓		
Willingness to get involved in extra-curricular activities	✓		A I
<b>Application</b>			
Accurate completion of application form	✓		A

Letter which addresses the person specification	✓		A
Good standard of written English is essential	✓		A
<b>Subject Specific Qualities</b>			
Recent and successful teaching experience in ICT and computer science KS3 and KS4	✓		A I
Proven ability to plan, deliver successful and inspiring lessons	✓		I O
Proven ability to secure excellent outcomes for all students	✓		A I
Ability to adapt teaching to recognise new and emerging technologies		✓	I
Experience of delivering lessons via teams (assignments, assessment, etc)		✓	A
Experience of delivering coding in the following environments (scratch, python, logo)	✓		A I
Experience of delivering advanced spreadsheet topics		✓	I
Experience of using and delivering power BI topics		✓	I
Experience of delivering HTML and CSS to KS3 and KS4 level.	✓		I

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## HOW TO APPLY

### To Apply

Application forms and further details are available on the school's website –

[www.laurencejackson.org](http://www.laurencejackson.org) or visit [Work for us \(valt.org.uk\)](http://Workforus.valt.org.uk)

Please email your completed application form [ollerenshawh@laurencejackson.org](mailto:ollerenshawh@laurencejackson.org)

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

### Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact [ollerenshawh@laurencejackson.org](mailto:ollerenshawh@laurencejackson.org) to arrange a convenient time.

### Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

### Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: Wednesday 1 February 2023 at 12:00 noon**

**Interview Date: Friday 10 February 2023.**

## EMPLOYEE BENEFITS

### Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

### Pensions



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

### Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www. greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years service, in addition to statutory bank holidays.

As we are supportive of flexible working we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work live balance.

## Professional Development



As we believe in supporting and developing our staff we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

## Corporate Benefits :



We currently offer a range of benefits to staff including the following:

- Corporate membership to;
  - Sporting Lodge Gym £20 a month,
  - Activ8 Gyms – Cost reductions dependent on participation
    - Includes access to Activ8 Gyms in numerous locations
    - Access to all Activ8 fitness classes across the area
    - Access to Activ8 swimming pools
  - Bannatynes
  - – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)



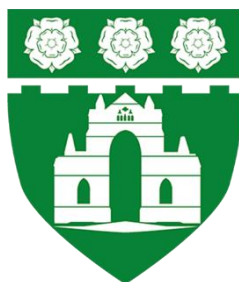
- <https://www.discountsforteachers.co.uk/>
  - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
  - Free to join – discounts on shopping, groceries, days out
  - Also includes some free lesson plans

## Policies and Procedures



Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals



Church Lane,  
Guisborough,  
North Yorkshire,  
TS14 6RD

**Telephone**

01287 636361