



Sheldon School
Chippenham

Candidate Information



Teacher of Computer Science

Closing Date: 23rd May 2022

Interview Date: TBC

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Cover Letter

May 2022

Dear Colleague,

TEACHER OF COMPUTER SCIENCE

FULL-TIME PERMANENT

Thank you for your interest in this full-time position. We are seeking to appoint a suitably qualified and experienced Computer Science Teacher for September 2022 who is able and willing to be an enthusiastic member of a supportive, professional team. We are committed to excellence of achievement and try to ensure that pupils reach their full potential at whatever level they are working. Sheldon's policy, therefore, is always to appoint the most suitable person for the post and applications are welcome from both experienced and newly qualified teachers. It is anticipated that the successful candidate will teach Computer Science at both GCSE and A level and our KS3 computing curriculum.

Sheldon is a high-achieving school with a strong record of success. Irrespective of league tables and Ofsted ratings (in which Sheldon has always fared well), it is my belief that Sheldon is a great school. Now in my tenth year here and this being the sixth school in which I have taught, I continue to enjoy working in a school that is relentlessly positive, with staff who routinely go the extra mile. Despite the obvious challenges that have faced people in all walks of life over the past two years, staff and students at Sheldon have remained very upbeat. Students appreciate the efforts of our staff and morale is high, grown from a real sense of community.

Supporting this, we offer all colleagues who join us a full programme of induction and support, and there is a continual focus on staff development and wellbeing, both of which rated very highly in the most recent external survey. You would be joining a very hardworking and supportive faculty which has a strong collegiate atmosphere and I can assure you that, were you to join us, you would find immense satisfaction in the job that you do here.

Further details concerning the faculty and the school are enclosed from Jon Scourfield, head of faculty together with an application form; in addition, we have included other information to outline the all-round offer. However, please also take the time to look at what happens in the school day-to-day by visiting our website and I hope that, having read the information, you will be keen to apply.

The successful candidate will be required to safeguard and promote the welfare of all pupils in the school. The post will be dependent on a successful enhanced DBS check.

Please complete the application form and return it with a supporting letter, (no more than two sides of A4 please), by post or email to hr@sheldonschool.co.uk. Closing date for applications is **23rd May 2022 (12 noon)**.

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

Headteacher: Neil Spurdell BSc (Hons)

Tel: 01249 766020 **Fax:** 01249 766030

Email: admin@sheldonschool.co.uk **Web:** www.sheldonschool.co.uk



We hope to interview by 27th May 2022, so if you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, thank you for your interest in Sheldon School and best wishes for your future career.

Yours faithfully,



Neil Spurdell
Headteacher



Business, economics and computing

The business, economics and computing faculty currently consist of six teaching staff. Business and economics are well established subjects within the school. Results are strong and student numbers are consistently high.

The successful applicant will be required to:

- Manage the delivery and assessment of Computer Science (OCR) at GCE level.
- Manage the delivery and assessment of Computer Science (EDEXCEL) at GCSE level.
- Manage the delivery and assessment of the computing curriculum at KS3.
- To be accountable for computing in terms of exam results and the monitoring of teaching and learning.
- To act as second in faculty and attend relevant meetings and undertake quality assurance tasks as appropriate.
- To play a key role in the development of the digital strategy across the school.

We currently deliver computing at KS3, with students taught in mixed ability tutor groups. Students cover the essential elements of digital literacy, with a strong emphasis on computing and computer science as the key stages progress. At KS4 we deliver GCSE Computer Science (Edexcel 2020 specification), as well as Cambridge Nationals Creative iMedia. Uptake to both courses is strong and growing. At KS5 we offer A level Computer Science (OCR). Uptake from GCSE groups is also strong, populated with enthusiastic and dedicated students.

Business is a popular choice at KS4, where we regularly run at least four groups and we are a faculty which constantly looks to improve and develop our curriculum. Recently we have attempted to increase the real-world input that students receive; this includes visits to the local retail areas and visiting speakers as well as the opportunity to work with major corporations.

The A levels in business and economics are amongst the largest in the Sixth Form, with over 50 students in Year 12 studying one or both subjects. We are primarily located in the Sixth Form centre, which provides outstanding facilities for teaching and learning. We also provide regular opportunities for students to visit external organisations in order to enhance their studies. We regularly enter teams in national competitions and have strong links with Lloyds Banking Group. The faculty sets high standards in terms of student behaviour and promotes a friendly and hardworking approach. We believe that high expectations of pupils are vital. We have well embedded systems in our subjects, supporting staff in areas such as feedback and marking and providing effective rewards and sanctions.

The business and economics curriculum is modern, relevant and vibrant, which we aim to reflect in our teaching. We are a small team which works closely together, in a supportive friendly environment.

Jon Scourfield

Head of business, economics and computing.

May 2022



Job Description

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.

Job Title:	Teacher of Computer Science
Salary:	MPS/UPS
Responsible to:	Head of Business, Economics and Computing Faculty for teaching and learning Head of Year for role as a form tutor

Key responsibilities:

- To teach allocated groups according to the faculty/subject scheme of work and in accordance with the general methodology of the faculty/subject area and school.
- To plan and prepare lessons to meet the needs of all learners referring to the SEND register, medical needs reports and information for disadvantaged pupils.
- To be responsible for the academic performance and behaviour of groups taught, in accordance with the stated aims of the school and faculty/subject area.
- To undertake the duties of a form tutor (or attached staff member to a year group) as allocated by the Headteacher.
- To keep accurate records of the work covered by all teaching groups including records of homework and coursework set as part of the scheme of work.
- To keep accurate records of students' progress and prepare such assessments and reports as are required by the faculty/subject area, school or National Curriculum.
- To maintain accurate records of students' attendance at lessons and highlight any unusual absence.
- To complete the organisational tasks related to normal teaching duties.
- To liaise with, and set appropriate tasks for, Teaching Assistants allocated to groups or individuals taught.
- To undertake responsibilities appropriate to a main scale teacher within the faculty/ subject area as indicated in this job description.
- To contribute to the schemes of work and the improvement plan for the faculty/subject area.
- To carry out tasks allocated in accordance with the faculty/subject area improvement plan and meet the targets set within the faculty/subject area plan.
- To communicate and consult with parents in accordance with school policy and practice including attendance at parents' evenings and school events.
- To participate in the meetings programme of the school.
- To cover for absent colleagues when called upon, in accordance with school policy and practice within the national guidelines for workforce reform.

Other:

- To be proactive in safeguarding all pupils in line with school policies and procedures
- In addition to the specific duties listed above, ensure that the professional standards for teachers with QTS are met
- To take part in the school's staff continual professional development programme and appraisal process
- To support the aims and ethos of the school
- To comply with the school's health and safety policy
- To support the Head of Faculty/Head of Year, undertaking any other reasonable request not specified in this job description but that is commensurate with the role.



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Headteacher: Neil Spurdell BSc (Hons)
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