

Our ref: MGD/ADF  
Date: April 2021



Dear Candidate

**RE: Post of Teacher of Computing**

Thank you for expressing an interest in the position of **Teacher of Computing** within our school. I hope that you find the enclosed information useful in forming your views of our exceptional school and learning community at Poynton High School.

This is an exciting position for a suitably qualified candidate and you will be part of a forward thinking, dynamic and highly successful departmental team. Our school has a great history in our community and longevity of success. Please find enclosed the following information to help you formulate your application:

- Copy of advertisement
- Departmental Information
- Person Specification
- Generic job description
- Head Teacher's Welcome
- Trust Safeguarding Statement
- Application Form

If you are interested in applying for the post, please complete the TES application form and submit a full letter of application using the TES quick apply process by **Tuesday 11<sup>th</sup> May 2021**.

I hope that your research leads you to the conclusion that you wish to be a part of our team and therefore I look forward to receiving your letter of application. If you have any questions or queries about our school or the application process, please do not hesitate to e-mail [jobs@phs.cheshire.sch.uk](mailto:jobs@phs.cheshire.sch.uk).

Poynton High School is a true learning community which passionately believes in empowering its staff in order to empower its students. We have truly outstanding students whose behaviour and thirst for learning is second to none. Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help meet the needs of the 21<sup>st</sup> Century learner. We look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely

**Matthew Dean**  
**Head Teacher**



POYNTON HIGH SCHOOL  
And  
Performing Arts College

GENERAL INFORMATION FOR APPLICANTS  
FROM  
THE HEAD TEACHER



Thank you for your interest in working at our school. Poynton High is a great school, full of inspirational young people and exceptionally talented staff. As Head Teacher I am proud to have such a supportive, expert and engaged staff team and I hope that you will wish to move forward on your application and look to join us in due course.

Our school has served the families of Poynton, Disley, Adlington and surrounding areas since 1972 and we lie at the heart of this community's learning needs. We pride ourselves in our vision as a school which serves our whole community and which works in partnership with our colleagues in other schools. We have approximately 1380 students in Years 7 to 13 and offer a wide range of A levels in our successful Sixth Form. We are very proud of our academic success and the significant progress that students make from the time they join us.

The opportunities for career development are extensive through our "T&L CPD @ PHS" programme and our "Leadership CPD @ PHS" programme. These CPD programmes will support your development as a practitioner in the classroom and as a leader in school. Alongside personalised CPD and support through your mentor, all teaching staff also receive their own Microsoft Surface Pro to aid the quality of teaching and learning in your classroom.

Our staff support our students in an extra-ordinary range of ways and at the heart of this lies our House System. Every member of staff and every student is in one of our four Houses and we have an extensive programme of House Activities on offer; from House Water Polo to House Fishing, from House General Knowledge to House Dragons Den; as well as the traditional football, rugby, lacrosse, athletics, basketball, etc.

The school motto is INSPIRE ACHIEVE CELEBRATE and we apply that to every element of school life. Our role as staff is to ensure that we inspire every student to achieve the best they possibly can in everything they do, whether that be academic, sporting, cultural or spiritual and at the heart of our culture is a celebration of that achievement. We hope that as a prospective member of staff you will share our mission to "...inspire and empower all within our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society".

Our students and our staff are our greatest resource and we were very pleased that Ofsted formally recognised this in our most recent inspection in December 2015 saying that our "...teachers know their pupils well. This allows them to use their subject expertise to question pupils very effectively to extend their learning and check understanding, knowledge and skill development."

Poynton High School is a very calm and purposeful learning environment and our students are exceptionally engaged in their learning and the life of their school. "...most pupils demonstrate very positive attitudes to learning by their interest and enthusiasm in class and their participation in a wide range of enrichment activities. Pupils are generally confident and feel well cared for. They are proud of their school (Ofsted Dec 2015). "

I would encourage you to visit our website ([www.phs.cheshire.sch.uk](http://www.phs.cheshire.sch.uk)) to get a better understanding of life here at Poynton High and if you have any questions that you would like to ask please do not hesitate to contact me directly on [mdean@phs.cheshire.sch.uk](mailto:mdean@phs.cheshire.sch.uk). I very much hope that you want to join our team and I look forward to receiving an application from you in due course.

Mr Matthew Dean  
Head Teacher

INSPIRE

ACHIEVE

CELEBRATE



**POYNTON HIGH SCHOOL  
and Performing Arts College**

Yew Tree Lane  
Poynton  
Cheshire SK12 1PU  
01625 871811 Fax 01625 874541  
e mail: [info@phs.cheshire.sch.uk](mailto:info@phs.cheshire.sch.uk)  
Head Teacher: Mr Matthew Dean  
11-18, number on roll 1385

**Poynton High School and Performing Arts College is a highly successful school.**

**Our mission statement is:**

'We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society'

Required for September 2021  
Full Time Permanent post

**TEACHER OF COMPUTING**

We seek to appoint an enthusiastic and inspiring Teacher of Computing to work with a small team of committed colleagues who form part of the Creative and Digital Technologies Team. We currently provide the opportunity to teach Computing across all three key stages and offer both GCSE and A level qualifications in Computer Science. IT and Creative iMedia.

This position offers someone with good communication and interpersonal skills a fantastic opportunity to join an ambitious and forward-thinking school. Applicants must be committed to delivering high standards of teaching and learning.

*Poynton High School is committed to safeguarding and promoting the welfare of all its students and expects all staff to share this commitment. Appointment to this post is subject to a satisfactory enhanced DBS Certificate.*

*The TRUE Learning Partnership is committed to Equal Opportunities in Employment.*

**Closing Date** Tuesday 11<sup>th</sup> May at 10am  
Interviews will take place soon after this date



## **THE COMPUTING TEAM**

The department consists of four teachers including the Director of Learning for Creative and Digital Technologies.

At KS3 students have two lessons a fortnight. Almost all classes in KS3 have the one teacher but there is a small minority of classes that have a shared teacher each delivering one lesson.

At KS3 we are introducing many changes and most units of work are new or have been remodelled to fit the computing programme of study. All teachers in the department are actively involved in developing the schemes of work and keeping up with the developments in technology.

At KS4 we follow the OCR syllabus for both Creative iMedia and Computer Science. Students can choose to study one or both of these subjects.

At KS5 we offer Computer Science and BTEC Information Technology. In Computer Science we follow the OCR specification. Students must achieve at least level 5 at GCSE Mathematics to gain entry onto the course. In the BTEC IT course students work towards the Level 3 Extended Certificate and complete units in Web Design, Social Media in Business, Information Technology Systems and Creating Systems to Manage Information.

A wide variety of extracurricular work goes on within the department; in recent years we have offered opportunities for the students to enrich their Computing experiences with Computer Coding Club, CC4G, Scratch Club, CAD club and Raspberry Pi and Micro:bit activities.

We also offer weekly drop in sessions for both KS4 and KS5 students.

The department is also involved in transition work and run sessions with students from our primary feeder schools. In these sessions students have worked on the Micro:bit and programmed the BitBot Robots as well as writing computer programs in Scratch.

We also have close links with MMU and students from the University have been invited into the school to deliver KS3 lessons.

### **Facilities**

At present there are over 650 devices on the school network. The curriculum network runs on a Windows OS, individual machines use Windows 10 and Office 2019 Pro Plus.

There are 5 main IT suites allocated to the teaching of Technology and Computing. Most IT suites have at least 30 machines. There are also computers in the Learning Resources Centre, the Sixth Form building and several departmental areas are suited, including Languages, Humanities, English, Media and Music.

Internet Access is provided via 300Mbps broadband connection. The school has invested in remote access and all staff can access their school accounts and email from home.

**POYNTON HIGH SCHOOL and Performing Arts College**  
**Person Specification**  
**FOR THE POST OF TEACHER OF COMPUTING**

<b>QUALIFICATIONS AND TRAINING</b>	
<b>Essential</b>	<b>Evidence</b>
1. To be a qualified teacher.	<b>AF</b>
2. To have a degree or equivalent in Computing or IT	<b>AF</b>
3. To have recent experience of teaching students in the secondary sector of education including relevant experience of post-16 developments and teaching.	<b>AF</b>
<b>PROFESSIONAL SKILLS AND EXPERIENCE</b>	
<b>Essential</b>	
1. To have experience of delivering excellent classroom teaching and examination success teamed with a commitment to high standards of achievement for students of all ability levels.	<b>AF + LO</b>
2. To have experience of target setting.	<b>I</b>
3. To be able to teach their primary language to all key stages	<b>AF</b>
4. To have the ability to use ICT effectively in teaching.	<b>I + AF</b>
5. To have an appropriate profile of in-service activities.	<b>AF</b>
<b>Desirable</b>	
1. To understand the role of new technologies and be willing to learn about new packages.	<b>I</b>
<b>KNOWLEDGE AND UNDERSTANDING</b>	
<b>Essential</b>	
1. To have effective behaviour management strategies.	<b>LO + I</b>
2. To use strategies for ensuring inclusion, diversity and access.	<b>I</b>
3. To understand the outcomes of Every Child Matters.	<b>I</b>
4. To have the ability to input into personalising the curriculum in order to meet the needs of all students.	<b>I</b>
5. To have knowledge of current thinking in teaching and learning within Computing and IT	<b>I</b>
<b>ABILITIES</b>	
<b>Essential</b>	
1. To be able to lead and motivate students, setting high standards and providing a focus for improvement.	<b>I</b>
2. To foster an open, fair, equitable culture.	<b>I + R</b>
3. To be able to prioritise, plan and organise yourself and students	<b>I + LO + R</b>
4. To use high quality interpersonal and communication skills which acknowledge excellence and challenge poor performance.	<b>I + R</b>
<b>COMMITMENT</b>	
<b>Essential</b>	
1. To be committed to the promotion of Poynton High School, a school at the heart of learning in the community.	<b>I</b>
2. To believe in equality and celebrate diversity.	<b>I</b>
3. To be committed to inclusion and the right for all to fulfil their potential.	<b>I</b>
4. To be committed to the development of the professional effectiveness of all staff within the department.	<b>I</b>
5. To ensure that all students reach their full potential in Computing and IT	<b>I</b>
6. To provide the choice and flexibility in learning to meet the personalised learning needs of every child.	<b>I</b>

**Key to evidence source:**

**AF = Application Form**  
**I = Interview**

**LO = Lesson Observation**  
**R = Reference**

<b>JOB DESCRIPTION</b> <b>SUBJECT TEACHER</b>
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To plan lessons which will meet the curricular aims and are in accordance with the Department's schemes of work.

- To prepare suitable materials and arrange the necessary resources.
- To establish a positive teaching environment which allows students to learn and ensures, as far as possible, the individual needs of students are met.
- To act upon the advice of Student Focus Plans (SFP)
- To adapt lessons to meet the needs of the student.
- To complete, and return to Heads of Department/SENCO the "Monitoring of SFP's" prior to student reviews.
- To set home learning which effectively consolidates and/or extends the work covered in lessons.
- To mark students' work, giving praise, encouragement and advice on how to improve as appropriate.
- To assess, record and report on students' progress for the benefit of students, teachers and parents, and to meet statutory requirements.
- To participate in the development, implementation and evaluation of the curriculum of his/her Team.
- To keep abreast of new developments in the subject, and to take reasonable opportunities to gain further subject knowledge and teaching skill as required.
- To take an active role in your career development



## Safeguarding Statement

The TRUE Learning Partnership (TTLP) recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. TTLP fully adopts statutory guidance “Keeping Children Safe in Education” (September 2020).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/828587/Keeping\\_children\\_safe\\_in\\_education\\_part\\_one.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828587/Keeping_children_safe_in_education_part_one.pdf)

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school. Full details of key contacts for safeguarding in each of our schools is listed below.

TTLP’s Designated Safeguarding Officer is Catherine Holyland, Safeguarding Lead and Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail [cholyland@truelearning.org.uk](mailto:cholyland@truelearning.org.uk)

TTLP’s Trust Board safeguarding representative is Shiona McGillivray. If you wish to contact her, please e mail [info@truelearning.org.uk](mailto:info@truelearning.org.uk) stating that the e mail relates to a safeguarding issue.

Our schools’ Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.

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# Next steps

## To apply

Applicants are requested to submit a completed application form using the TES quick apply system.

## Closing Date

The closing date for applications is 10am on Tuesday 11<sup>th</sup> May 2021.

Interviews will take place soon after this date

Poynton High School is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

