



# Applicant Information Pack

Teacher of ICT & Business  
(0.36FTE ICT & 0.64FTE Business)



*Excellence – Respect – Friendship –  
Hard Work – Kindness*

## Headteacher Letter to Applicants

Dear applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our website and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. You are most welcome to contact my PA Toni Ferrans to arrange a visit to the school or an informal telephone conversation with myself prior to any application.

I hope that you are inspired by what our school has to offer, and I would welcome an application from you.

Stephen Richards  
Headteacher

## About our Trust



The 3-18 Education Trust is currently made up of eight schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### Our Vision:

To ensure every individual is in a great school.

### Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details on what we offer. For information about each of our schools, please read on or click on the below links.



[Bowbrook Primary – The 3-18 Education Trust](#)



[Coleham Primary – The 3-18 Education Trust](#)



[The Priory School – The 3-18 Education Trust](#)



[St Martins 3-16 School – The 3-18 Education Trust](#)



[Thomas Adams School – The 3-18 Education Trust](#)



[William Brookes School – The 3-18 Education Trust](#)



[Much Wenlock Primary – The 3-18 Education Trust](#)



[Bridgnorth Endowed School – The 3-18 Education Trust](#)

## Job Description



<b>Title of Post</b>	Teacher of ICT & Business
<b>Post Status</b>	Full-Time, Permanent
<b>Salary/TLR/Allowance</b>	MPS / UPS

### **Main Purpose of the Post:**

To support the School's aims and maximise the achievement of all students in ICT & Business.

### **Accountable for:**

Curriculum delivery and student progress and achievement within the subjects of ICT and Business - and within the wider school, where relevant.

### **Details:**

We are seeking to appoint a well-qualified and dynamic teacher of ICT & Business to cover all aspects of teaching responsibilities.

You will also cover tutorial responsibilities to a tutor group of approximately 20-25 students, delivering an important core Tutorial Programme throughout the period of the contract.

There are opportunities for team teaching and for accommodating visiting speakers for more than one group, with a 90-seat lecture theatre also available on the same floor.

ICT permeates all that we do, with a mixture of interactive whiteboards and dual projection rooms. Each Learning Zone also has a range of hardware, from iPads to laptops as well as other devices that enhance the quality of lessons. We actively use our own portal as a communication and resource tool and have a real desire to build on this virtual learning platform for enhanced home access by staff, students and their parents.

## **Key Responsibilities**

### **Curriculum:**

- To teach within the ICT & Business Departments
- To contribute to schemes of work, helping to build opportunities for:
  - Teaching and learning
  - Assessment for learning
  - Meeting the needs of all learners
  - ICT
  - Enterprise
  - Enrichment and external links

### **Learning:**

- To maintain up-to-date records of student progress across all aspects of performance
- To ensure that students make good or outstanding progress in ICT & Enterprise
- To deal effectively with behaviour, attendance and punctuality issues

### **Assessment:**

- To carry out the regular assessment and marking of students' work, according to the departmental and whole school assessment and marking policy
- To keep records of student attainment and progress
- To monitor student achievement against school and national data at individual student and teaching group level, and to take action to improve achievement and combat identified under achievement
- To carry out assessment and feedback

### **Policy:**

- To attend relevant meetings
- To undertake any other duties as reasonably requested by the Head and/or Subject Leader

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Graduate</li> <li>PGCE Teaching qualification (or equivalent)</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>Proven academic track record (A level and degree)</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Committed to achieving goals</li> <li>Committed to high achievement</li> <li>Confident communicator</li> <li>Strong team player</li> <li>Flexible, resilient and tenacious</li> <li>Organised</li> <li>Caring</li> </ul>	<ul style="list-style-type: none"> <li>Creative</li> <li>Good sense of humour</li> </ul>
<b>Knowledge and Understanding:</b>	<ul style="list-style-type: none"> <li>Understanding of National Curriculum and GCSE requirements including new specifications</li> </ul>	

**The appointment will be made on consideration of the following criteria:**

The person appointed will:

- hold a good Honours degree level qualification in related disciplines
- hold Qualified Teacher Status or equivalent
- have successful experience of teaching IT to students of all abilities in KS3, KS4 and KS5
- have the ability to play a role in the development of the subject by contributing to new initiatives successfully
- have good organisational skills and the ability to work under pressure
- have a keen interest in Information and Communication Technology and good ICT skills

The person appointed must be a good communicator and able to demonstrate a passion for the subject.



## Additional Information about William Brookes School



William Brookes School is a mixed comprehensive school with **over 900 students on roll**, and each September sees us oversubscribed in Y7. The school always has an exciting feel to it, with a lot going on every term. We moved into our brand new school in September 2010 and everyone, students, staff and the local community, has embraced the fantastic ICT rich facilities we now have at our disposal. Our school is very much focused on the people who work within the building and we work hard on achieving our motto of “be the best you can be through courtesy, enterprise and endeavour”.

Although situated in beautiful surroundings on the edge of the small rural town of **Much Wenlock**, we are far from being a sleepy rural school. We have **eight partner primary schools**, with whom we work very closely, but we draw from a much broader spectrum of some 25 or more primary schools, including some in Telford, Bridgnorth and Shrewsbury, as well as the **wider rural area of South East Shropshire**.

We are a **comprehensive** school in every sense of the word. Our **ability spread is wide and also well balanced**. The last few years have seen several of our students go on to Oxford and Cambridge but we also cater for students with quite complex special educational needs too. The socio-economic background of our students is equally mixed and we enjoy the same levels of support from parents from all sectors. Some children have moved to us from the independent sector, some students live in isolated communities and many live in our surrounding villages and towns, with some 25% coming from the immediate town of Much Wenlock and surrounding area, approximately 31% from Broseley, which lies to the south of Ironbridge and 17% coming from the neighbouring areas of Telford & Wrekin.



Dr William Penny Brookes

As the only “**Coubertin School**” in Britain we enjoy not only a rich cultural tradition that is derived from the life and work of our namesake, Dr William Penny Brookes, but also unique opportunities for students to undertake activities with partner schools from across Europe and beyond. Younger students are participating in student voice and leadership activities related to the Olympics and Olympic values. Our **Arts Centre, “The Edge”**, is located at the heart of our new school and it enhances our Music, Dance and Drama facilities as well as benefiting the wider community of this part of Shropshire and reflecting our great strengths in the performing arts.

We consider ourselves very fortunate to work in a wonderful school with fantastic facilities in a beautiful location. We want William Brookes School to be a great place to learn and a great place to teach and hope that you will want to join us and be part of its exciting future.



William Brookes



## What We Offer

### Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours for this post, which will be discussed and agreed with any successful applicant.

We also support home-working where practicable and this will be discussed at interview. You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

To find out more, please contact Kirsty Pote at [kirsty.pote@318education.co.uk](mailto:kirsty.pote@318education.co.uk) to arrange an informal conversation about this role.

### **In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Discount Scheme for high street retailers, mobile phone providers, holidays, electrical goods, supermarkets, restaurants, cinema, etc.
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

We are also currently exploring:

-  Electric/Hybrid Car Lease Scheme
-  Healthcare Scheme

## Application & Appointment Process

An application form is available to download from the school website

<http://www.williambrookes.com/about-us/vacancies.php>

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

Completed applications and supporting documentation should be emailed to

[clare.hadley@WBS.318education.co.uk](mailto:clare.hadley@WBS.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 12.00 noon, Tuesday 23 April 2024**

**Interviews will take place shortly after the closing date**

### **Please note:**

- It is essential that all elements of the application form on the Teaching Vacancies portal are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <http://www.williambrookes.com/about-us/policies-and-documents.php>.*