

# The Role

<b>Title:</b>	<b>Head of ICT</b>
<b>Contract:</b>	<b>Full time, permanent</b>
<b>Salary Range:</b>	<b>MPS/UPS</b>
<b>TLR:</b>	<b>£5,347 (2.7)</b>
<b>Start Date:</b>	<b>September 2024</b>
<b>Closing Date:</b>	<b>Midday Thursday 9th May 2024</b>
<b>Interview Date:</b>	<b>To be agreed</b>

An exciting opportunity has arisen for a highly motivated and enthusiastic teacher to lead our successful and forward thinking ICT Department. ICT is an important part of our curriculum and is taught to all students in Yr7 and Yr8. There has historically been a strong uptake of Computer Science and Creative iMedia at Key Stage 4. The successful candidate will have the autonomy to introduce and deliver the most appropriate Key Stage 4 pathway for our learners.

You will have the opportunity to develop and shape your department together with the curriculum to ensure students are inspired and challenged. The successful candidate will understand the importance of quality ICT teaching for young people and have a desire to make a real difference to the thinking and personal development of our students alongside ensuring exceptional outcomes for them.

USH is a heavily oversubscribed community school with just over 1050 students and 140 staff. We are incredibly proud of our family ethos and our success in delivering values-led education. Our students are vibrant, aspirational and well-behaved.

We are known for our excellent career progression routes and we attract professionals who are willing to contribute to our sustained success. USH is a Leading-Edge School, consistently ranked high in Hampshire schools for overall achievement. The school was delighted to be awarded SSAT accreditation for Transforming in Principled Curriculum Design in 2023.

If you are motivated to make a difference to the lives of young people and have a commitment to excellence, then this could be the job for you. Please do not hesitate to contact us if you have any questions about the role or would like to come into school to see the USH family in action.

We are seeking a professional individual who:

- Is highly motivated and demonstrates an ability to learn.
- Understands that ICT is an essential part of every student's educational journey
- Has a clear understanding and vision of what quality ICT and Computer Science teaching and curriculum look like
- Oversees the Creative iMedia course
- Is prepared to lead ICT and Computer Science beyond the classroom and values extra curricular opportunities and educational visits.

We can offer you:

 <p><b>CPD 01</b></p> <p>Excellent CPD opportunities to support you through all stages of your career.</p>		 <p><b>06</b></p> <p>Vivup provides benefits and discounts for cinema trips, leisure activities, days out, travel bookings, high street vouchers and more.</p>	
	<p><b>INDUCTION</b> </p> <p>An individual induction programme for all new staff to support your transition to USH.</p> <p><b>02</b></p>		<p><b>EYE TESTS</b> </p> <p>Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £80 towards the purchase of glasses.</p> <p><b>07</b></p>
 <p><b>NETWORK</b></p> <p>We have strong network groups for all staff across the city and Hampshire to support all roles.</p> <p><b>03</b></p>		<p><b>WELLBEING</b> </p> <p>Free confidential telephone and face to face counselling for staff and family members. Access to the Trust Health and Wellbeing pages.</p> <p><b>08</b></p>	
	<p><b>FLU JABS</b> </p> <p>FREE Flu vaccinations for all staff on site.</p> <p><b>04</b></p>		<p><b>ADDITIONAL TIME</b> </p> <p>All teachers have a minimum of two additional hours a fortnight on top of the normal 10% PPA.</p> <p><b>09</b></p>
 <p><b>APPOINTMENTS</b></p> <p>Flexible and generous approach to appointments and family events.</p> <p><b>05</b></p>		<p><b>WELLBEING GROUP</b> </p> <p>A dedicated staff group looking at workload and wellbeing, meets regularly to review workload and develop the USH Wellbeing Charter.</p> <p><b>10</b></p>	

Our motto is *Believe, Respect, Succeed*. If you think USH might be a good fit for you and you are ready for your next career move, please contact us.

#### APPLICATION PROCEDURE

We positively encourage prospective candidates to enquire about our school prior to applying. Please contact our recruitment team via email: [recruitment@ushschool.org](mailto:recruitment@ushschool.org)

Full details and application forms can be downloaded from our website: [http://uppershirleyhigh.org/staff\\_vacancies](http://uppershirleyhigh.org/staff_vacancies). Please return your completed applications to [recruitment@ushschool.org](mailto:recruitment@ushschool.org).

**Please submit your application as soon as possible as we may invite candidates to interview before the closing date.**

#### **SAFEGUARDING**

All schools within the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

#### **THE JEFFERYS EDUCATION PARTNERSHIP**

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

# Job Description

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<b>TLR:</b>	<b>£5,347 (2.7)</b>

## Job Purpose

- To promote high standards of teaching and learning and student progress, to ensure every child achieves their potential within ICT and Computer Science
- To have visionary leadership and effectively manage the department
- To line manage the Creative iMedia course
- To engender commitment and enthusiasm of the department team
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school
- To make the department effective and high profile within the school and community
- To prepare, develop and deliver appropriate schemes of work, which provide challenging lessons that stimulate students and allow them to succeed
- To provide information to parents about the achievements and progress of their child as required through parents' evenings and reports
- To have excellent subject knowledge and understanding of current developments
- To effectively inspire students and improve their achievement
- To be focused consistently, inspiring confidence and commitment from students and colleagues
- To use self-evaluation in a well-informed manner and effective analysis of performance
- To tackle relative weakness through robust quality assurance
- To co-ordinate joint planning and the effective sharing of good practice
- To teach effectively across the full age and ability range
- To be aware of and meet the developmental needs of staff within the department
- To have ambitious aims for the subject and its relevance to the students attending USH
- To communicate these aims effectively to students and staff
- To skillfully deploy resources, including staffing
- To take an active interest in their own personal development and keep professional skills up-to-date
- To work closely with the Subject leaders for Maths and Science regarding the achievement of key groups
- To complete all other reasonable tasks as directed by the Headteacher or line manager

## Duties and Responsibilities

### Curriculum Provision:

- To provide highly positive, memorable experiences and rich opportunities for high quality learning
- To deliver, with the team, a curriculum which impacts on student behaviour
- To add to student achievement and where appropriate to moral, social and cultural development
- To liaise with the line manager to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which is in line with the School Blueprint
- To be accountable for the development and delivery of the curriculum
- To deliver a curriculum which provides constant opportunities for discovery and challenge and where students take greater responsibility for their learning

- To oversee the day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- To supervise, lead, develop and enhance the planning activities of the department to ensure they reflect the needs of students within the subject area, the School Blueprint, and the aims of the school
- To oversee the application of ICT in the subject, including the development of materials for the website
- To ensure that Health and Safety policies and practices throughout the department, including Risk Assessments, are in line with national requirements and are updated where necessary

**Curriculum Development:**

- To lead curriculum development for the whole department
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels
- To liaise with the line manager to maintain accreditation with the relevant examination and validating bodies
- To ensure that the development of the subject is in line with national developments
- To work collaboratively with other departments to develop cross-curricular links which support the school's specialism and promote achievement

**Teaching Standards:**

- To engender in your department and self the agreed standards for teachers
- To make the education of students the first concern
- To be accountable for achieving the highest possible standards in work and conduct
- To set high expectations which inspire, motivate and challenge students
- To promote good progress and outcomes by students
- To demonstrate good subject and curriculum knowledge
- To plan and teach well-structured lessons
- To adapt teaching to respond to the strengths and needs of all students
- To make accurate and productive use of assessment
- To manage behaviour effectively to ensure a good and safe learning environment
- To fulfil wider professional responsibilities
- To act with honesty and integrity
- To keep knowledge and skills as teachers up to date and be self-critical.
- To develop professional relationships
- To work with parents in the best interest of their students
- To ensure the effective monitoring and evaluation of teaching and learning within the department
- To establish the process of the setting of targets within the department and to work towards their achievement
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the school procedures for lesson observation
- To monitor and evaluate the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria
- To ensure that the department's monitoring and evaluation procedures meet the requirements of Self Evaluation and the Strategic Plan

**Assessment of and for Learning:**

- To ensure that marking and constructive feedback from teachers and students are frequent and of a consistently high quality, leading to high levels of engagement and interest
- To promote students' high levels of resilience, confidence and independence when they tackle challenging activities through high level teaching
- To organise and monitor marking and constructive feedback from teachers and students to ensure a frequent and consistent high quality, leading to high levels of engagement and interest
- To ensure that accurate and up-to-date assessment information, concerning student progress within the department, is maintained
- To make use of analysis and evaluate performance data provided
- To identify and take appropriate action on issues arising from data; setting deadlines where necessary and reviewing progress on the action taken
- To produce reports within the requirements of self-evaluation
- To produce analysis reports on examination performance, including the use of value-added data
- To ensure students are entered as appropriate for external examinations through liaison with the Exams/Data Officer
- In conjunction with the Exams/Data Officer, oversee the department's collection of data
- To provide the Governing Body with relevant information relating to the department's performance and development
- To ensure that students' work is regularly assessed in accordance with the school's assessment policy
- To ensure that homework is set and marked on a regular basis

**Promotion of the school in the wider community:**

- To contribute to school publicity, e.g. the collection of material for press releases
- To lead the development of effective subject links with other schools and the community
- To effectively promote subjects at Open Days/Evenings and other events
- To attend network meetings arranged by the LA
- To actively promote the development of effective subject links with external agencies

**Management of Resources:**

- To manage the available resources of space, staff, funding and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget and overseeing the requisitioning, organising and maintaining equipment and stock, and keeping appropriate records
- To work with the line manager in order to ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed

**Additional Duties:**

- To take responsibility for, and demonstrate commitment to, own professional development
- To engage actively in the performance management review process
- To undertake any other duty as specified by STPCB not mentioned in the above

**Support for Students:**

- To develop an understanding of the needs of identified students
- To support the behavioural and emotional needs of the students in line with school policies
- To promote inclusion and acceptance of all students
- To work with key staff who require additional support regarding any aspects of teaching and learning, including behaviour management



**Other Duties:**

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the School and participate to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Have a highly visible presence in the school in order to support the maintenance of a positive school ethos
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or received appropriate training to carry out these duties.

# Person Specification

**Title:** Head of ICT  
**Contract:** Full time, permanent  
**Salary Range:** MPS/UPS  
**TLR:** £5,347 (2.7)

Candidate is able to provide pertinent evidence of their previous education, training and experiences	Essential or Desirable
<b>Professional experiences and qualifications:</b>	
1. A recognised degree qualification	Essential
2. Qualified Teacher Status	Essential
3. Post graduate accredited training in education management/leadership	Desirable
4. Other recognised qualifications in relevant subject(s)	Desirable
5. Experience of teaching related subjects or developing subject-related, whole-school initiatives	Essential
6. Evidence of relevant continued professional development over the last three years	Essential
7. Evidence of a commitment to own professional development	Essential
8. Recent relevant in-service training in related subjects	Essential
9. Relevant in-service training in management and leadership	Desirable
10. Professional development/ mentoring of colleagues	Essential
11. Experience of leading a development within a team	Essential
12. Excellent knowledge and understanding of current issues in education	Essential
13. Understanding or experience of leadership and management of a subject department	Essential
14. Extensive experience of co-ordinating and monitoring across a subject department or a whole-school initiative	Essential
15. Clear evidence of line-managing a team of staff	Essential
16. Evidence of achievement in teaching across the Key Stages	Essential



17. Contributing to the development of Schemes of Work across the Key Stages	Essential
18. Effective use of Assessment for Learning to engage students as partners in their learning	Essential
19. Clear evidence of raising student achievement within a successful department	Essential
20. Experience of raising the achievement of targeted groups	Essential
21. Proven record in raising standards of learning and teaching	Essential
22. Development of innovative teaching and learning	Essential
23. Evidence of leading monitoring, evaluation and review processes	Essential
24. Successful experience in position of responsibility	Desirable
25. Experience of managing a diverse department or faculty	Desirable
26. Development of partnerships with other schools, business and the community	Desirable
27. Evidence of leading staff raising standards of learning and teaching	Desirable

**Knowledge & Understanding:**

1. Use of assessment and attainment information to improve practice and raise standards	Essential
2. Ability to effectively organise data	Essential
3. Use of strategies to promote good student relationships and high attainment in an inclusive environment	Essential
4. Ability to lead, manage and implement effective changes to the curriculum	Essential
5. Secure understanding of a range of successful teaching and learning strategies to meet the needs of all students	Essential
6. Implementing curriculum development that has led to raising standards in the department	Essential
7. Clear vision for the teaching of the related subject	Essential
8. Strategies to enhance teaching and learning of ICT within the relevant subject areas	Essential
9. Sound knowledge of requirements for SOW for the relevant subject at KS3/4	Essential
10. Understanding of the characteristics of an effective learning environment and key elements of successful behaviour management	Essential
11. An understanding of Health and Safety regulations affecting the curriculum area	Desirable

**Professional Skills and Abilities:**

1. Willingness to develop high quality leadership and management skills	Essential
2. High quality teaching skills	Essential
3. Ability to delegate responsibility with accountability	Essential
4. Ability to think and act strategically	Essential
5. Able to work with stakeholders and the wider community	Essential
6. Ability to build and maintain good relationships	Essential
7. Ability to interpret and analyse data for target setting and development activities	Essential
8. Dynamic and innovative approach to teaching and learning	Essential
9. Ability to carry out lesson observations, provide constructive feedback and suitable action points as a result	Essential
10. Ability to articulate a clear vision to the department	Essential
11. Ability to generate high expectations, enthusiasm and commitment	Essential
12. Competent coordinator and motivator	Essential
13. Ability to plan and resource effective interventions to meet curricular objectives	Essential
14. Confident use of ICT	Essential
15. Ability to build positive working relationships with colleagues and provide support through effective line management	Essential
16. Ability to use and promote a wide range of teaching methodologies	Desirable
17. An enthusiastic and effective leader and manager	Desirable
18. Excellent communication and presentation skills	Desirable
19. High quality leadership and management skills	Desirable
20. Ability to motivate large groups	Desirable
21. Potential for further promotion	Desirable
22. An ability to recognise and utilise the strengths of individual teachers	Desirable

**Commitments:**

1. To comprehensive education	Essential
2. Active participation in whole-school developments	Essential
3. To lead extra-curricular activities/educational visits/ out-of-school learning	Essential

**Personal Skills and Abilities:**

1. Ability to positively influence the work of individuals within the relevant department	Essential
2. Passion for literature	Essential
3. Energy, enthusiasm and flexibility	Essential
4. Ability to critically evaluate own performance	Essential
5. Good health and attendance record	Essential
6. Sense of humour and a positive outlook on life	Essential
7. Ability to work under pressure and determination to succeed	Essential