BISHOP RAMSEY SCHOOL

HEAD OF COMPUTING AND ICT

Part of the Veritas Educational Trust

VERITAS EDUCATIONAL TRUST

CANDIDATE INFORMATION • MAY 2023

INTRODUCTION FROM OUR EXECUTIVE HEADTEACHER

Dear Colleague,

I am delighted that you are interested in a position with us at Bishop Ramsey School which is part of the Veritas Educational Trust (VET).

This is a really exciting time to be considering joining Bishop Ramsey which is an extremely successful and consistently oversubscribed Church of England school. Our staff team is supportive and considerate and our caring ethos makes Bishop Ramsey a rewarding place to work.

We are committed to ensuring high standards and high aspirations, of active participation and of creating emotionally rich learning environments. This is an important part of the character of our school. We value our close local partnerships and genuinely collegial way of working.

We recognise that an excellent working environment requires excellent support and we are committed to providing exceptional training as well as support for staff wellbeing. I also appreciate that members of staff have families, personal commitments and lives beyond school and we go above and beyond what is expected in many schools to ensure that staff can fulfil these responsibilities also. Recognising and supporting our staff to get a good balance is very important to me.

As a Church of England school we have a caring Christian ethos and we value inclusion and diversity highly and actively celebrate our differences as a staff body and as role models for our students. We recognise that it is not necessary to be a practising Christian in order to support our Christian ethos and therefore we welcome applications from candidates from any background.

I do hope that the information enclosed here inspires you to make an application and look forward to welcoming successful applicants to our learning community for interview.

Dr Hilary Macaulay
Executive Head, Bishop Ramsey School
CEO, Veritas Educational Trust

"THIS IS A REALLY EXCITING TIME TO BE CONSIDERING JOINING BISHOP RAMSEY WHICH IS AN EXTREMELY SUCCESSFUL AND CONSISTENTLY OVERSUBSCRIBED CHURCH OF ENGLAND SCHOOL"

OUR VALUES AND AIMS

OUR VALUES

Bishop Ramsey School is a Christian Learning Community. We recognise that every individual is created in the image of God. We seek to nurture each member of our community to develop his or her skills and abilities in a positive and ordered learning environment, so that students mature into responsible and caring adults, and that all members of the school community recognise the value of every individual in God's eyes.

As a Church of England School we wish students to grow in the Christian faith. While being firmly committed to this, we encourage an understanding of and a respect for other faiths.

The principle of Christian stewardship underpins our approach to the use of the school's resources. Our approach to our relationships is based on the Christian view of God's love for each of his human children and of Jesus' command to forgive and love our fellows.

We base our approach to achievement and the provision of opportunities for development on Jesus' statement that he came of offer 'life in all its fullness' (John 10.10).

OUR AIMS

- Every learner is an empowered learner.
- Every lesson is an excellent lesson.
- Every day at school is a rich experience.
- Every relationship is a positive encounter.
- Each school community looks outwards and beyond.

We achieve our aims by:

- **Learning** so that every learner is an empowered learner and every lesson is an excellent lesson.
- **Loving** so that every day at school is a rich experience and every relationship is a positive encounter.
- **Living** so that students learn to look outwards to the world and beyond to God.

HILLINGDON AND THE SURROUNDING AREA

HARRISON49

HARRISON49

AIMEE_ATKINSON

1 Pathway in Ruislip Woods
2 Manor Farm House in Ruislip, built in the 16th century
3 Hillingdon Court Park
4 View across Ruislip Lido
5 Windsor Street in Uxbridge town centre

JACK HILL

MALC MCDONALD

The name 'Hillingdon' appears in the *Domesday Book* (1086) and Veritas Educational Trust has its offices at Ruislip in the northern part of the London Borough of Hillingdon.

Hillingdon is a large borough and borders the London Boroughs of Harrow, Ealing and Hounslow to the east and the counties of Buckinghamshire and Berkshire to the west and Hertfordshire to the north.

With excellent transport routes, including being the home of Heathrow airport, and with easy access to the A40, M4 and less than half an hour by train or tube into the centre of London, the borough benefits from many first-class schools, a wide variety of restaurants and different types of housing.

With a wealth of green spaces and parks, Hillingdon enjoys the advantages of being a London borough but has the feel of a suburban oasis.

A short drive or train ride across the northwest boundary into Buckinghamshire leads to the uncrowded, beautiful rolling green English countryside of the Chiltern Hills, most of which is designated an Area of Outstanding Natural Beauty (AONB), and a little further north west is Oxfordshire.

Many of our staff live in the surrounding Home Counties and choose to travel the relatively short distance into London to work.

THE STEM FACULTY

The STEM Faculty at Bishop Ramsey is a newly launched Faculty to support our continued development of excellence in Mathematics teaching and the expansion of our STEM provision. The Faculty will be led by a Mathematics specialist Director of STEM who will have strategic oversight for the 3 academic departments within the Faculty: Mathematics, Design Technology and ICT and Computing.

Mathematics is delivered by a committed and enthusiastic team of staff with a wealth of experience and specialisms. Amongst the team will be the Head of Faculty role, who will also oversee Mathematics and lead on KS3 or KS4 Mathematics, a Second in Faculty, who leads on KS5, a Head of KS3 or KS4 Mathematics, a Mathematics Lead Practitioner, along with a Mathematics specialist who works particularly with Special Needs students and supports administration within the Department. The curriculum for Years 7, 8 and 9 builds the foundation for the start of the two-year Key Stage 4 curriculum. We are currently working on embedding a new assessment and tracking scheme in Key Stage 3 and using ICT to enhance student understanding, including the use of Graphical Calculators in the Sixth Form. The students follow the Edexcel syllabus at GCSE.

The Mathematics Department is one of the highest achieving in the school, with 83% of students achieving Grade 4+ at GCSE in 2022. Students with a passion for Mathematics also have the opportunity to take FSMQ Additional Mathematics as part of their Key Stage 4 options, with a group in each of Year 10 following the course. Mathematics is a thriving subject in the Sixth Form. We currently offer the Edexcel syllabus with a flexible approach that enables us to set the students and give them the opportunity to study combinations of Mathematics and Further Mathematics at AS and A2 level. We also offer Core Maths to Year 12. Each year we have several students who achieve at the highest level in Mathematics and Further Mathematics. We have a suite of 7 recently refurbished classrooms, each with its own Prowise whiteboard. Each teacher has their own personal laptop. The Mathematics Department has its own office and stockrooms, with a wide variety of resources.

ICT and Computing is delivered by a team of 3 specialists, one of which is the Head of the ICT and Computing Department and is line managed by the Head of the Faculty. KS3 students are taught a range of ICT and Computing skills to enable them to develop their digital literacy in preparation for future study and working life. In Year 10, students can specialise in either ICT or Computing by taking one of two KS4 courses. ICT is currently taught as a vocational course which is highly skills based and suits those students who perform better when completing project work than in a traditional examination environment. Computer Science is taught at both GCSE and A-Level by the Department and is a popular option choice in the school for our more academic students. Our Department has an excellent record of results at A-Level and many of the students who study it go on to study some form of Computer Science degree at university. We have a suite of 4 ICT classrooms which each include desktop computers, printers, and interactive whiteboards. The Department run an ICT club which enables students to learn how to code and use different software to create exciting projects. The ICT and Computing Department are passionate about using technology to enhance education and often provide training for other staff to help impart new ways to facilitate teaching and learning or to improve the digital literacy of our support staff. The staff in ICT and Computing and Mathematics work well together, often sharing resources, ideas and sometimes lunch. Staff are friendly, open to change and willing to work collaboratively towards a common goal.

Design and Technology is a core subject throughout the whole of Key Stage 3 comprising 4 academic disciplines, Product Design, Food and Nutrition, Textiles and Systems and Control, which are delivered across 4 periods a fortnight on quarterly rotation throughout the year. Our Head of STEM co-ordinates across the 4 disciplines, supported by the Head of ICT and Computing and

and the Head of Food and Nutrition. Additionally, Food and Nutrition is offered at Key Stage 4 and is a very popular subject choice. Food and Nutrition follow the AQA specification, assessing through a balance of 50% NEA and 50% examination. Specialist facilities support teaching and learning across the disciplines, including equipped Product Design and Nutrition classrooms.

Science is a large and high performing Faculty in its own right. Members of the Science Faculty are central to the development and delivery of STEM and play an important part in the STEM Faculty as a whole.

The STEM Faculty makes a significant contribution to the wider life of the school. Additional co-curricular activities include a thriving Computer Science Club, STEM Club and Maths Club. Mathematics students take part in the UKMT Challenges and a few progresses to the Kangaroo and Olympiad stages. STEM immersion days enable students to get a more in-depth experience of Food and Nutrition, Design Technology and Computer Science through a variety of workshops. Students also enter other local and national competitions across all our departmental areas and attend a variety of extra-curricular trips.

We hope this brief synopsis will have given you something of the flavour of the Departments within the STEM Faculty at Bishop Ramsey. We extend a warm welcome to new members of a friendly, lively, and hardworking team.

INFORMATION ABOUT THE POST

HEAD OF COMPUTING AND ICT

Grade MPS + TLR 2C (Outer London)

Immediate Supervisor Director of STEM (with Leadership of Mathematics)

Supervision (directly) All teachers in the Computing and ICT Department

Supervision (indirectly) Support staff assisting the work of the Faculty

Contacts (internal) All teaching and relevant support staff

Contacts (external) Parents/Carers, Trustees, LEA Inspectors and Advisory Teachers, external agencies related to e-learning

MAIN PURPOSE OF THE POST

- To ensure that the Department is well led and managed and follows the strategic direction and developments published for the Faculty.
- To manage the teaching and learning of all the students in the Department by ensuring that the curriculum needs of students in the Department are catered for and that those students can make effective progress with their studies and achieve their full potential.
- To lead and manage all the staff working within the Department to ensure that the teaching delivered by those in the Department is of the highest possible standard.
- To provide quality assurance by evaluating the work of the Department, ensuring that the teaching and learning are of the highest possible standard through effective monitoring processes within the Department.
- To provide strategic leadership of ICT across the curriculum.

KEY TASKS AND RESPONSIBILITIES

1 Accountabilities

- As the Head of Teaching and Learning for Computing and ICT, you are accountable to the Head of Faculty for the standards achieved and the progress made by the students taught by the Department, for the quality of teaching in the Department and the curriculum and extra-curricular activities offered by the Department.
- The postholder will be professionally accountable for the work of all staff working within the Department, acting as the Professional Review Manager for staff as indicated in the staffing structure.

2 Key tasks

- To uphold the ethos, aims and administration of the school.
- To safeguard and promote the welfare of children and young people, and to follow school polices and the staff Code of Conduct.
- To act as a role model for the Department and across the Faculty.
- To become involved in, or to initiate, activities which help the school to improve the teaching and learning of its students.

3 Strategic direction and development

- To articulate to the other members of the Department the clear vision of the Faculty.

- To develop a well designed and well resourced curriculum consistent with the school's aims and objectives, and the requirements of the National Curriculum and Examination Boards, which meets the needs of all the students taught by the Department.
- To be the lead person in the evaluation and review of the Schemes of Learning produced for the discrete courses offered within your Department.
- To evaluate and review programmes of study, faculty policies and the Department Handbook on an annual basis.
- To identify areas of innovation which could be built into the Faculty Development Plan.
- To assist in the production of an annual improvement plan, in consultation with members of the Department, where key priority areas for development are clearly identified, especially for the areas of interest outlined in this job description.
- To assist with the review of the improvement plan throughout the year, in consultation with members of the Department.
- To liaise with other Heads of Faculty/Heads of Department, Year Directors, Leadership Team and with Trustees, parents/carers, primary schools and the wider community as appropriate.
- To contribute to the development of school policies.
- To work with other Faculties/Departments to encourage extra-curricular links and take the lead in delivering certain areas.

4 Management of teaching and learning

- To ensure all members of the Department are aware of school and Faculty policies and act on them.
- To encourage the use of good practice in the delivery of the curriculum by holding meetings, training sessions and coaching workshops.
- To ensure that students' experience of learning the subject is enriched by appropriate opportunities to use ICT.
- To encourage the use of good practice by organising and leading a programme of classroom observations for all members of the Department each year, as per the Faculty Monitoring Programme.
- To make use of the student data and learning styles of each teaching group to support members of staff to develop appropriate teaching and learning strategies.
- To support all members of the Department in the use of Teaching Assistants so that the teaching and learning of the students in the teaching group is enhanced.
- To arrange and review setting arrangements in line with school procedures.
- To ensure that cross-curricular themes are taught within their subject area as required.
- To ensure that relevant assessments, consistent with the demands of the National Curriculum and Examination Boards.

5 Leading and managing staff

- To be the line manager directly of named colleagues, as indicated in the school's line management structure.
- To take responsibility for holding regular Department meetings in line with the school's calendar and to ensure that Department staff are aware of discussions and decisions made by the decision making groups of the school.
- To support other members of the Department with strategies to promote good behaviour in the classroom.
- To identify and support the professional development of colleagues in the Faculty.
- To supervise the work of allowance holders in the Department and to delegate tasks to all members of the Department, where appropriate, to promote the professional development of colleagues.
- To assist the Head of Faculty to allocate the use of Teaching Assistants in liaison with the SENDCO.
- To be responsible for the support and guidance of ECTs, SCITT Trainees and PGCE

Trainees working within the Department, acting as a mentor as required.

- To advise on the appointment of staff to the Department.
- To ensure the administration of the Department is carried out efficiently, using the support provided.
- To ensure that reports written by teachers in the Department are detailed, accurate and are available according to the published timetable.
- To act as a Review manager in the school's Performance Appraisal Process.
- To ensure that the Department carries out its duties and responsibilities under Health and Safety Regulations.

6 Efficient and effective deployment of staff and resources

- To maintain an attractive learning environment, displays of students' work and other appropriate education information relevant to your subject area in a designated area.
- To act as a mentor, responsible for the support and guidance of ECTs or trainees working within the Department, if requested.
- To ensure that the reports written by you are detailed, accurate and are available according to the published timetable.
- To be part of a duty team as per duty roster.
- To ensure that the required materials are ready for each lesson.
- To manage the Department capitation allocated, ensuring that it is allocated equitably between the Key Stages.
- To keep the Head of Faculty and the Year Director informed of all developments within each teaching group and within the form group.
- To ensure that you carry out your duties and responsibilities under Health and Safety regulations.
- To show willingness to work as part of a team.

7 Leading and managing students

- To support the induction of students into each year within the context of a caring Christian community.
- To ensue that students in your teaching groups are aware of the standard of their work and what they need to do to progress to the next level or grade.
- To ensure that all students are aware of the standards of behaviour expected from them both inside and outside the classroom.
- To monitor the attendance of individual students by checking subject registers on a weekly basis and provide data as required.
- To promote good behaviour among the students you teach and all those you come into contact with, in line with the school's Behaviour Policy.

8 Quality assurance

- To assist the Head of Faculty with the process of Self Evaluation of the Faculty according to the published policy.
- To review the standards of teaching and learning throughout the Department on an annual basis and feed the results through to the Head of Faculty.
- To ensure that relevant and differentiated independent learning work is given according to the published timetable.
- To ensure the monitoring and moderation of the marking of students' work for internal and external purposes is carried out across the Department as per the Faculty Monitoring Programme.
- To ensure that the marking of students' work is in line with the school's common marking policy and its Assessment Policy.
- To ensure that students in your teaching groups and throughout the Department are aware of the standard of their work and what they need to progress to the next level or grade.
- To ensure that accurate and meaningful records of students' progress are kept across

the curriculum and are disseminated to all members of the Department.

- To assist with the UCAS Application Process by writing references for students applying for Computing and ICT based courses.
- To ensure that the reports written by the Department are detailed, accurate and are available according to the published timetable.
- To observe colleagues at work across the Faculty to aid their future professional development and to inform judgements made about the teaching and learning received by the students.

9 School responsibilities

- To attend all meetings in line with the school's calendar within your allocation of directed time e.g. Faculty, Year Team, Staff Meetings, Consultation Evenings.
- To ensure that the administration of the Department and the school is carried out efficiently, as laid down in the Staff Handbook and Faculty Handbook.
- To act as a Form Tutor and carry out the functions as described in the document 'The Role of the Form Tutor'.
- To be aware of the professional and legal responsibilities required of a teacher at Bishop Ramsey School.
- To be punctual for classes and duties etc.

10 Other tasks

- To undertake such teaching duties as required by the Executive Headteacher in accordance with teacher regulations currently in force.
- To maintain a record of equipment and resources bought by the Department or which have been allocated to the Department by the school.

PERSON SPECIFICATION

E Essential **D** Desirable **A** Assessed by application **I** Assessed by interview process

Qualifications and requirements	E	D	A	I
Honours Degree or equivalent	●		●	
Qualified Teacher Status	●		●	
Attendance at relevant Staff Development	●			
Experience	**E**	**D**	**A**	**I**
A proven record of successful classroom teaching	●			●
Some evidence of interests outside your main teaching area		●		●
Experience of teaching across the full age and ability range	●		●	
Experience of school responsibilities, which have provided a thorough preparation for this post	●		●	●
Experience of school responsibilities across a range of extra curricular areas	●		●	●
Knowledge and skills	**E**	**D**	**A**	**I**
Knowledge of current educational issues to promote your development as a classroom teacher	●		●	●
To be able to use student data effectively to monitor the progress of individual students	●		●	●
A knowledge of Information Technology to carry out the key tasks outlined	●			●
Administrative and time management skills to support the work of the staff	●			●
Management skills to create and foster commitment and confidence among staff	●			●
The ability to communicate effectively with students and adults	●			●
Personal qualities	**E**	**D**	**A**	**I**
Commitment to the best interests of students	●			●
Willing and able to take responsibility	●		●	●
The ability to motivate, guide and support colleagues	●		●	●
The ability to create and foster a team approach to the work of the Faculty	●		●	●
The ability to represent the Department and share its views with the Head of Faculty	●			●
Enthusiasm and sense of humour	●			●
An ability to co-operate with and motivate, guide and support colleagues	●			●
Reliability and integrity	●			●
A commitment to your own development as a leader and as a teacher	●		●	●
Special requirements	**E**	**D**	**A**	**I**
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	●		●	●

APPLICATION AND SELECTION PROCESS

OUR CANDIDATE CHARTER

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly, and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

OUR COMMITMENT TO YOU

- **Transparency** We will treat you with respect, honesty and fairness.
- **Protecting your privacy** We will ensure your information is secure and handled sensitively.
- **Understanding** You will be given everything you need to make informed decisions.
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential.
- **Feedback** We will provide constructive feedback professionally and promptly.
- **Listening** We welcome feedback and we will act on what you have to share.
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse and inclusive workforce.

WE WANT EVERY CANDIDATE TO HAVE AN INFORMED, ENGAGING AND POSITIVE EXPERIENCE – OUR CANDIDATE CHARTER OUTLINES OUR COMMITMENT TO YOU

SAFER RECRUITMENT IN EDUCATION

Veritas Educational Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

WHAT WE WILL PROVIDE

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Veritas Educational Trust application form.

All applicants will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants will be required to account for any gaps or discrepancies in employment history.

REFERENCES

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.
- If the referee has any reservations, the Trust/school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

INTERVIEWS

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

PRE-EMPLOYMENT CHECKS

An enhanced DBS check is required for all successful applicants. Prohibition and overseas checks will also be completed if necessary.

KEEPING CHILDREN SAFE IN EDUCATION (KCSIE)

KCSIE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. If shortlisted, the following information will be asked for: Social media platforms on which you have accounts, account names/ handles, websites you are featured in or named on, any other publicly available online information about you of which the school should be made aware of.

VERITAS EDUCATIONAL TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

HOW TO APPLY FOR THIS POSITION

INFORMATION FOR APPLICANTS

CLOSING DATE

The closing date for applications is **10.00am Tuesday 23rd May 2023** with interviews taking place during the same week. We reserve the right to close applications early if we receive a sufficient number of suitable candidates.

APPLICATION FORM

An application form is available online at www.bishopramseyschool.org/page/default.asp?pid=398.

It must be completed in full and applicants should directly address the skills and experience outlined in the person specification. An Equal Opportunities Monitoring Form must also be completed and this can be found at the same link.

Once completed, both forms should be emailed to recruitment@bishopramsey.school

EXPENSES

Veritas Educational Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred.

MORE INFORMATION

For more information about this position, or to have a confidential discussion about the role, please contact Joe Kennedy, Head of HR, on 01895 671082 or email jkennedy@bishopramsey.school

We look forward to hearing from you.

BISHOP RAMSEY SCHOOL

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Veritas Educational Trust
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