



## INFORMATION FOR APPLICANTS

Head of Business/ICT  
MPS/UPS  
+ TLR2C (£6019)



Dear Candidate

Welcome to All Saints Academy Dunstable.



I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. The summer results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

The Academy has had a turbulent time over the last two years but in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils.....The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber  
**Principal**

## INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

Our vision translates into our everyday practice. The values of Dignity, Faith and Hope are particularly relevant in ensuring ICT in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

We are seeking to appoint an enthusiastic and ambitious Subject Leader for Business and ICT, who will contribute to shaping an outstanding future for All Saints Academy. Our ICT team is very collaborative and highly successful.

- Are you a highly effective, dedicated practitioner who is passionate about teaching Business/ICT/Accountancy and able to teach to GCSE and A Level?
- Are you a leader who strives for outstanding outcomes?

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential; our personalised CPD programme and facilities are second to none. We look forward to supporting and developing you as you take a step into leadership.

## INFORMATION ABOUT THE BUSINESS/ICT CURRICULUM AREA

We have a team of three specialist teachers who are dedicated to improving student outcomes. Our Team works hard and each colleague knows that this is essential to get us to where we need to be.

We have a suite of rooms for Business/ICT, together with a staff workroom.

## ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard, as well as new furniture.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

# JOB DESCRIPTION



## Head of Business/ICT

### **Responsible to:**

Leadership Team Line Manager

### **Core purpose:**

To provide professional leadership, strategic direction and management of Business, ICT and computer science in order to secure high quality learning and teaching and improved achievement and attainment.

### **Job description:**

The duties outlined in this job description are in addition to those covered by the latest 'School Teachers' Pay and Conditions' document. It will be regularly reviewed with you to reflect or anticipate changes in the job, commensurate with salary and area of responsibility.

### **Strategic direction**

- To fully sign up to the Academy's policy on raising attainment
- To provide strategic direction for the CA, developing strong links leading to improved coherence in learning and teaching
- To develop positive approaches to teaching and learning, between staff and students and between staff and parents, so that students have every opportunity to become confident and positive learners, enthusiastic about their own progress and place in society
- To lead on the sharing and embedding of good practice with a focus on learning and teaching
- To take a strategic lead in raising achievement and attainment across the CA
- To line manage the TLR holders within the CA, leading by example to ensure improvements are made in relation to high expectations and raised aspirations of staff, students and parents
- To take the lead within the CA in supporting access and progress of all students using relevant data to inform planning and facilitate the raising of attainment
- To organise regular meetings to ensure the CA keeps abreast of current educational developments and to monitor standards of achievement

- To participate in the appointment and induction of new staff within the CA and to encourage and take part in in-service training
- To play a full part in the development of the Academy, particularly in terms of raising achievement
- To be creative in ensuring that attainment is good
- To work with Sponsors, as appropriate, to promote the Academy's ethos and to raise achievement
- To take every opportunity to promote Business and ICT

### **Learning and teaching**

- Develop, implement, monitor and review schemes of work regularly to ensure that they are up to date and consistent with the Academy and national strategies
- Develop, implement, monitor and review the use of ICT within the CA and ensure that ICT resources are produced, used and developed
- Enable students to use ICT appropriately and effectively
- Work with the appropriate LT link to develop the Academy's VLE
- Establish Assessment for Learning and use of data within schemes of work
- Use FFT data appropriately to raise attainment
- Advise students on their progress and how to progress further
- Identify, along with Achievement Leaders, TLR holders and other teachers, students who are underachieving and where necessary create and implement effective plans to support those students
- Use every opportunity to create a positive, memorable learning environment
- Create a programme of lesson observation for the purpose of sharing good practice and advising staff on the quality of their teaching
- Ensure that appropriate standards of behaviour are established and maintained in lessons and the CA environment, taking appropriate action to achieve the Academy's goals
- Ensure that the CA adheres to Academy policies in relation to homework, coursework, marking and AfL
- Ensure that public exam and coursework arrangements are co-ordinated and that staff and students are supported
- Be creative with student groupings, teachers and courses to ensure student outputs are maximised, particularly in Year 11

### **Leading and managing staff**

- Give clear vision and direction
- Set high professional standards and monitor the work of and between the teams within the CA

- Ensure that policies for managing students are appropriate, rigorous and adhered to by all
- Conduct Performance Review for members of the CA in line with Academy policy
- Together with TLR holders be responsible for ensuring all members of the CA receive the support, information and professional development necessary to improve student progress
- Establish clear expectations and positive working relationships among the team through mutual support and teamwork
- Manage and develop effective working relationships with the Principal, Leadership Team, Achievement Teams, the AST Team and other staff at the Academy
- Provide administrative returns as and when required by senior staff
- Delegate tasks and devolve responsibilities as appropriate, evaluating practice and developing a shared sense of accountability
- Promote and support Academy events and extracurricular activities among students
- Play a major and creative part in intervention programmes where appropriate

#### **Deployment of staff and resources**

- Identify appropriate curriculum, staffing and physical resources including ICT and ensure that they are used effectively, efficiently and safely
- Oversee the assessment, recording and reporting procedure for the curriculum
- Ensure that appropriate faculty records are maintained.
- Ensure that the Principal, Leadership Team and Governors are well informed about policies, plans, priorities and developments
- Carry out professional development interviews with curriculum members to identify training needs
- Lead the professional development of the curriculum and liaise with appropriate colleagues to co-ordinate the provision of high quality professional development
- Ensure that trainee and newly qualified staff are appropriately trained, monitored and supported

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

.....  
**Post holder**

.....  
**Date**

.....  
**Line Manager**

.....  
**Date**

**Position** .....

### **Safeguarding**

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.



# PERSON SPECIFICATION

## Head of Business/ICT



	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• University graduate</li> <li>• Postgraduate teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development, eg attendance at relevant INSET</li> </ul>
<b>Teaching Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of successful teaching experience across the whole age and ability range in the secondary sector</li> <li>• Teaching Experience in key stages 3 and 4 (or equivalent)</li> <li>• Established as an effective teacher across the age and ability range</li> <li>• Evidence of consistently good teaching and learning</li> <li>• The ability to use ICT effectively to engage students</li> <li>• Good understanding of curriculum issues, policies and practice</li> <li>• Involvement in leading curriculum development, planning and evaluation</li> <li>• Able to engage with and command respect in working with colleagues at all levels</li> <li>• Clear understanding of the 14-19 agenda</li> <li>• An understanding of how to use assessment to inform planning for good teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Successful teaching experience in an urban school</li> <li>• Teaching experience in key stage 5 (or equivalent)</li> <li>• Evidence of outstanding teaching and learning</li> <li>• Successful experience of role in wider school community (eg assemblies, presenting to parents)</li> <li>• Experience of being a form tutor</li> <li>• The ability to offer an extra-curricular activity</li> <li>• Willingness to work with parents and the wider community</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to differentiate materials to meet the needs of learners</li> <li>• Evidence of pastoral experience</li> <li>• An interest in the wider curriculum</li> </ul>	
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Evidence of good classroom management skills</li> <li>• Experience of working with middle management and senior leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of middle management</li> <li>• Successful and significant experience of leading a team of teachers and/or other staff</li> </ul>
<b>Knowledge, Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Have a working knowledge of models and theories of learning and how these can be applied in the Academy's learning areas</li> <li>• An understanding of how student performance data can be managed in order to bring about improvement in standards</li> <li>• The ability to monitor and evaluate performance with a view to identifying the need for change and the ability to plan strategically and analytically to bring it about</li> <li>• The ability to work closely with fellow professionals in bringing about improvement</li> <li>• Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong commitment to comprehensive education</li> <li>• Excellent communication skills</li> <li>• The proven ability to work in teams and partnerships with staff and students alike</li> <li>• The ability to operate effectively both as a team leader and team member</li> </ul>	

	<ul style="list-style-type: none"> <li>• Have high expectations of themselves and others within the Academy community</li> <li>• The ability to inspire the trust and confidence of staff, students and parents</li> <li>• Be pro-active to innovate</li> <li>• A willingness to learn and develop new skills</li> <li>• A desire to make a difference to the lives of young people</li> <li>• A proven commitment to develop own professional learning</li> <li>• Displays commitment to the protection and safeguarding of children and young people</li> <li>• An excellent attendance record</li> <li>• Vision, energy and resilience, and a sense of humour</li> <li>• The ability to remain calm under pressure</li> <li>• The ability to prioritise</li> <li>• The ambition to continue to progress in your career</li> </ul>	
--	--	--

## **TIMELINE FOR RECRUITMENT PROCESS**

**Advertisement placed**

25 September 2017

**Closing date for applications**

Wednesday 11<sup>th</sup> October 12.00 pm

**Interviews**

Tuesday 17<sup>th</sup> October 2017

**Start Date**

3 January 2018

## ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Michelle Arnold, PA to Principal and HR Manager (01582 619700) to make an appointment.

## HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to [jobs@allsaintsacademydunstable.org](mailto:jobs@allsaintsacademydunstable.org) or by post to

Michelle Arnold  
PA to Principal and HR Manager  
All Saints Academy  
Dunstable  
Beds LU5 5AB

If you have any questions, please contact Michelle Arnold, PA to Principal and HR Manager, on 01582 619700.

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.