# St Michael's Prep School
## The Joy & Wonder of Learning

PERSEVERANTIA SAPIENTIA GRATIA

# Head of Computing – Full Time

**Salary:**
St Michael's Teaching Pay Scales (dependent on qualifications and experience)

**Application Deadline:**
Monday 20th March 2023 at 10am

**To start:**
September 2023

**Interview Date:**
Thursday 23rd March 2023

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the Independent Schools Inspectorate in its last inspection, with 478 children aged 2-13, enjoying a beautiful location, overlooking nearly 100 acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work with small class sizes and excellent resources throughout the school to provide a rich array of curricular and co-curricular opportunities.

We have an exciting opportunity to take on the role of Head of Computing. You will have the privilege of making a real difference to the progress of learners in this important subject, both through your delivery of the Computing curriculum and through your work alongside senior colleagues on developing and promoting cross-curricular use of technology across the school.

Working closely with the Director of Digital Strategy, you will take an active role in leadership of innovation and change as we seek to embed meaningful opportunities for use of technology in the broader curriculum, developing community-wide awareness of the benefits of safe and purposeful engagement with technology.

We can offer you:
A first-class working environment with a modern and well-maintained IT infrastructure; a teacher laptop; supportive colleagues; competitive salary; small class sizes; free meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment in the teaching staff pension scheme (TPS) and continuous professional development.

*St Michael's actively manages the inclusion of its people and values human diversity, believing that our different ways of being and thinking adds value to our school community.  We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.*

If you would like to apply for this role, please send a completed teaching staff application form and equal opportunities form (underlined: downloadable from our website) together with a covering letter all in **word or PDF format**, explaining why you are the ideal candidate for this role to:

Carol Hughes, HR Manager at:
recruitment@stmichaels.kent.sch.uk

**APPLICATION DEADLINE**: 10 am on Monday 20th March 2023

**INTERVIEW DATE**: Thursday 23rd March 2023

**Enquiries and informal visits welcome**

*St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.*

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**Job Description – Head of Computing**

**Core purpose of the job**

The Head of Computing is required to:

1) Maintain and develop a first-class Computing curriculum, delivering high quality learning opportunities to all pupils in Years 3-8
2) Support and train colleagues on ways to incorporate meaningful use of technology in their lessons and promote safe use of technology across the community
3) Work with key colleagues in Pre-Prep (Nursery to Year 2) to ensure continuity of learning across Key Stages

**Responsible to:** The Governors, the Head, the Deputies and the Director of Digital Strategy.

**Key Responsibilities**

**1. Delivering the Computing Curriculum**
- Maintaining fit-for-purpose and well-balanced Computing schemes of work for Years 3-8, staying in touch with new developments in education technology and incorporating them intelligently
- Teaching high quality Computing lessons to all Year 3-8 classes, tailoring learning opportunities to meet the needs of the learners across the ability range
- Regularly assessing pupil progress and attainment to inform planning and reporting to parents
- Managing the departmental budget and development plan
- Meeting and upholding the professional teachers' standards at all times
- Providing co-curricular opportunities for wider exploration of the subject, including running the established Digital Leader program

**2. Promoting IT in the St Michael's Community**
- Supporting colleagues to identify opportunities to make effective use of technology in their lessons
- Leading staff training for the purposes of refreshing skills or introducing new developments
- Promoting and raising the profile of IT through delivery of assemblies, clubs, parent workshops, school website Computing pages, newsletter articles etc.

**3. Ensuring Continuity Across Key Stages**
- Liaising with key colleagues in Pre-Prep to ensure coherence in the Computing curriculum
- Supporting smooth transition from KS1 to KS2 Computing through involvement with Year 2
- Maintaining up-to-date knowledge of KS3 Computing curricula being delivered by destination schools and ensuring that St Michael's leavers are well prepared for their onward transition

This job description does not set out all tasks and responsibilities; the postholder will be required to carry out duties commensurate with the role.  Please also see the Teacher job description on our vacancies page.

## Person Specification

We are seeking an inspirational, passionate and forward-thinking individual who can engage pupils, staff and parents effectively, acting as an ambassador for safe and meaningful use of technology. You will have a willingness to take part in the wider school community and be prepared to teach a second subject.

**Desirable Qualifications and Experience:**

- University degree and teaching qualification including QTS
- Experience of teaching the Computing curriculum at KS2 and / or KS3
- Experience of developing Schemes of Work
- Experience of, or readiness for, supporting colleagues in use of technology and delivering staff training

**Desirable Skills:**

- Outstanding ICT skills and knowledge across a range of platforms and products
- Excellent communication skills (both written and oral)
- Excellent problem-solving and big-picture thinking skills
- Ability to organise, analyse and use data effectively
- Capacity to engage professionally and appropriately with a range of audiences
- Ability to take an active lead in promoting and maintaining a high-profile department
- Ability to foster relationships with parents and families through various means of communication

**Personal Attributes:**

- A passion for developing children's and adults' understanding of your subject
- Strength as a team player with willingness to take full part in the life of the School
- Ability to act as an ambassador and professional advocate for the School
- Strong personal credibility and the capacity to build positive relationships
- Resilience and capacity to manage under pressure
- Sympathy with the Christian ethos and values of the School

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*"At St Michael's we work as a team: teachers, pupils and parents."*

THE GOOD SCHOOLS GUIDE

aps Excellence in Education
The Independent Association
of Prep Schools

WAS ncb National Children's Bureau
In partnership with
Wellbeing Award for Schools
2019–2022