



STONE LODGE
SCHOOL

Head of Computing and Business

Salary: MPS/UPS (incl London Fringe allowance)

Plus TLR



The Post

We are seeking an excellent Head of Department for Computing and Business to join us in our co-educational community school based in North Kent. The ideal candidate will be a creative and innovative leader, with exceptional teaching and pedagogy, and will possess a keen drive to make a real difference to our students.

Our school is one of three secondary schools which together form Endeavour MAT. Whilst the school first opened in September 2019 with just four forms in Y7, it will expand to an eight-form entry school in future years, with plans to grow a 6th Form in partnership with our two Wilmington Grammar schools.

We fully expect Stone Lodge School to join the two established partner Grammar schools within Endeavour MAT in securing an excellent track record for GCSE results, as our students move towards Key Stage 4.

The school has already proved to be very popular, with staff, students and parents alike, and we are excited to be expanding and welcoming further opportunities to join our staff team.

To be our ideal candidate you will:

- be an inspirational teacher with a proven track record of delivering high quality lessons with excellent student outcomes
- have the vision and leadership skills to grow a rapidly expanding department
- be committed to raising standards for all students
- be capable of developing staff within a team to secure outstanding results
- be forward thinking and pro-active in identifying key trends and responding to the inherent changes required in the delivery of this subject area



Job Description

Job Title **Head of Department – Computing and Business**

Salary **MPS – UPS3 plus TLR depending on experience**

Responsible to: **Head Teacher/SLT**

Overall Job Purpose

It is the responsibility of all our teachers to contribute to creative and expansive schemes of work and to deliver high-quality teaching and learning opportunities to students of all abilities, thereby improving student outcomes in all key stages. As Head of Department you will be responsible for:

- Raising standards of student attainment and achievement within the whole curriculum area and to monitoring and supporting student progress.
- Developing and enhancing the teaching practice of others.
- Ensuring 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 and the curricular policies
- Leading, managing and developing the subject/curriculum area.
- Managing and deploying teaching/support staff, financial and physical resources within the department effectively to support the departmental development plan.

MAIN DUTIES

Operational/ Strategic Planning

- To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To oversee day-to-day management and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety
- 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 ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.

Curriculum

- To ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective curriculum programme which complements the School Development Plan.
- To be accountable for the development and delivery of the Department's curriculum.
- To keep up to date with and respond to national developments in the subject area including teaching practice and methodology.
- To undertake an appropriate programme of teaching.

Staff Development:

- To work with the Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

Quality Assurance:

- 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.
- To identify and implement change and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of the School Development Plan.
- To produce an annual examinations analysis and department review as part of the school's self-evaluation cycle.

Management Information:

- To ensure the maintenance of accurate and up-to-date information concerning the department.
- To analyse and evaluate performance data provided and take appropriate action in response.

Communications:

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the School Development Plan.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.

Management of Resources:

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including managing the department budget.
- To work with the designated member of SLT in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

- To monitor student attendance together with students' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship, enterprise and other cross-curricular issues according to school policy.

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- To engage in the performance review process and continuous professional development.

Whilst every effort has been made to explain the main duties and responsibilities of the post, the list of tasks is not exhaustive. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job.

As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> ▪ Qualified Teacher Status (secondary) ▪ Good Honours degree 	<ul style="list-style-type: none"> ▪ NPQML/ equivalent
Experience and skills	<ul style="list-style-type: none"> ▪ A proven track record of success in raising achievement ▪ Ability to teach up to A level within own specialism ▪ Substantial successful teaching experience across the 11-18 age range 	<ul style="list-style-type: none"> ▪ Ability to offer another subject ▪ Ability to lead an extra-curricular activity
Knowledge and skills	<ul style="list-style-type: none"> ▪ Ability to describe what great teaching and learning looks like ▪ Ability to analyse and evaluate data to inform action and department development planning ▪ Ability to monitor and evaluate performance, through curricular quality assurance ▪ Assessment and Assessment for Learning ▪ Excellent communication skills 	<ul style="list-style-type: none"> ▪ Coaching and mentoring skills

	<ul style="list-style-type: none"> ▪ Excellent subject knowledge and awareness of current and emerging developments ▪ High expectations of students and the ability to ensure that all students' needs are met ▪ The ability to build positive relationships with colleagues, students and parents ▪ Ability to use technology effectively as a management tool. ▪ Ability to prioritise and use time effectively ▪ Ability to lead, inspire, develop, manage and support a team of colleagues ▪ The ability to raise standards of attainment and achievement within the subject area ▪ Understanding current relevant educational issues/initiatives 	
Special aptitudes	<ul style="list-style-type: none"> ▪ Demonstrates behaviours that inspire and motivate others ▪ Communicates effectively with a range of audiences ▪ Be high profile and accessible around the department and school ▪ Celebrates excellence and challenge poor performance ▪ Fosters an open, fair, equitable culture and manage conflict ▪ Challenges, influences and motivates others to attain high goals ▪ Prioritises, plans and organises themselves and others ▪ Committed to the protection and safeguarding of children and young people and the raising of standards for all in the pursuit of excellence ▪ Committed to an ethos of inclusion, equal opportunities with a willingness to promote spiritual, social, moral and cultural development 	

Career with Endeavour MAT - what we can offer you:

In the competitive world of educational recruitment, we appreciate how important it is for individuals to consider whether there is a natural fit between their personal values and those of the organisation they are anticipating joining, whatever stage of their career they join us.

A significant reward of working within one of our Trust schools is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of **respect, integrity, determination, equality of opportunity** and **self-management** instil in our students a strong work ethic and our supportive culture provides what many of our existing staff describe as a 'family feel' within our MAT.

As well as offering you a competitive salary with pay progression opportunities, and access to a generous pension scheme, there are also many other additional benefits of working within one of our Trust schools, including:

- Being part of a supportive and collegiate staffing team
- Access to a strategic programme of personalised CPD to help you plan your future career
- As a Trust with both selective and non-selective schools, staff secondment opportunities are supported for those seeking to further develop their knowledge and skills
- Access to sponsorship for a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as Masters degrees and much more.
- Staff social events and enrichment opportunities e.g. Art classes, Book Club and Sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Thailand, Spain, as well as Winter Sports in the USA etc.
- A policy of promoting from within (where possible).
- Access to coaching and mentoring and an assortment of intra school and Trust to Trust collaborative opportunities via our Teaching School Alliance NWKTSAs



Application Process

The closing date for applications is midnight on **Sunday 21st February 2021**. Interviews will be held in early March. It is our intention for all candidates to be observed teaching a face-to-face lesson as part of the selection process, however the format of this will be subject to the regulations, and risk assessments appropriate to the circumstances at that time.

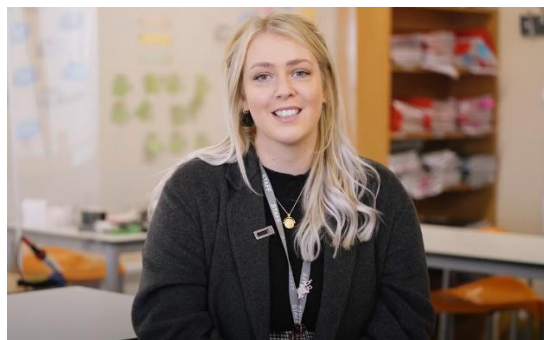
Early application is recommended as applications will be assessed upon receipt. To apply please visit the Careers & Vacancies page on the school's website www.stonelodgeschool.co.uk where you can register your interest and complete our online application form. Please include a supporting statement (on no more than two sides of A4) which should include how you meet the criteria in the person specification and how your skills and experience to date make you an ideal candidate for this post.

We would strongly advise Applicants to experience a virtual visit to our school prior to application, which can be accessed by clicking the links below

[Stone Lodge School Career Opportunities – Head Teacher Introduction - YouTube](#)



[Stone Lodge School Career Opportunities – Meet Our Staff - YouTube](#)



We would normally welcome site visits to the Trust's schools for interested candidates, however, due to the current Covid restrictions we regret that this may not be possible at present. If you would like an informal conversation to discuss the role in more detail, we would be happy to arrange this. Please call Leonie Verbeke-Cain 01322 250340.



Gavin Barnett
Head Teacher, Stone Lodge School