



**North East
Learning Trust**

Head of IT
Easington Academy
Applicant information pack

Head of IT

Required September 2022

MPS/UPS + TLR 2.3

Easington Academy is a part of the North East Learning Trust and are seeking to appoint a Head of IT to join our dedicated team.

At Easington Academy, students consistently achieve good GCSE results year-on-year and we are on a steady path of positive progress. In 2019 we were rated as 'Good' by Ofsted and we are now on a journey of excellence. Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence, an active and well-rounded citizen with deep integrity and one who respects others and contributes positively to society.

Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

The successful candidate will:

- Hold a QTS and be well qualified in a relevant subject
- Have experience of successful teaching and learning
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

Deadline:

Deadline is **12pm Monday 23rd May 2022**

Interviews taking place week commencing 23rd May 2022.

How to apply:

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to Tracey.hann@easingtonacademy.co.uk or by post to Tracey Hann, Support Service Manager, Easington Academy, Stockton Road, Easington, SR8 3AY. Please do not submit a CV unless it is to complement your application form.

Job description

Post title: Head of IT
Responsible to: Head Teacher/Senior Leadership Team
Responsible for: Leading the IT department
Salary Band: MPS/UPS + TLR 2.3

Job Purpose:

- To lead the IT department in the pursuit of excellence.
- You will be required to carry out the duties of a schoolteacher as set out in the current School Teacher's Pay and Conditions Document.
- You will be required to teach IT to students across the age and ability range.
- You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.
- You will lead the development and delivery of first class assembly programme which runs alongside our personal development programme

Duties and Responsibilities:

Operational/Strategic Planning

- To report regularly to Senior Leadership on the progress of individual students
- To participate in staff meetings, as required
- To work with other leaders of IT across the Trust
- To manage the strategic operations for the department and day to day operations
- To plan, prepare, evaluate and modify personal teaching methods and materials in accordance with department and school policies
- To control and manage the classroom effectively
- To praise and manage student behaviour as appropriate
- To plan to meet the varied and special educational needs of students
- To set homework in accordance with the school and department policy
- To contribute to the appearance and ethos of the Trust through the maintenance of a pleasant learning environment within the classroom and departmental areas
- To actively celebrate the achievement of students using school systems to praise and reward
- To participate in general supervisory duties in accordance with published duty rotas
- To participate in required meetings with colleagues and parents/carers
- To liaise with colleagues in other departments as appropriate
- To lead and coordinate the delivery of a high quality, inspirational whole school assembly programme which compliments our Personal Development Programme.

Enhancing own knowledge, skills and understanding

- To continuously develop your range of teaching and learning strategies for supporting the development and progression of individual students
- To keep up to date with developments and initiatives in the subject area.

Professional development and raising awareness

- To lead the IT Department
- To work with relevant staff to identify and address the needs of students
- To plan differentiated material to support all students across all Key Stages
- To participate proactively in professional development initiatives

Curriculum and Extra-curricular Provision

- To contribute in developing/reviewing/revising schemes of work and engaging and challenging resources
- To contribute to the creation, planning and organization of extra-curricular activities to promote the subject and enhance students' learning.

Sharing Information

- To ensure the efficient exchange of information regarding students both within the school and with other institutions/external agencies, as necessary.

Support and Monitoring

- To mark and record students' work in line with the departmental and school policies
- To access in line with departmental and school policies the ability of individual students; transfer that assessment to school records and to reports for parents; to communicate assessment details and data to tutors in preparation for parents' evenings
- To prepare and conduct assessments of students' learning as and when required and submit data regarding students' progress into the school management information system
- To liaise with others involved in supporting students' learning
- To develop and maintain links with subject and pastoral staff to support, monitor, access the progress of individuals
- To support students' social and emotional needs
- To foster good relationships and liaison with parents/carers.

Management of Information

- To ensure that the maintenance of accurate and up-to-date information concerning students' learning and progress

Communication

- To ensure effective communication/consultation as appropriate with the parents/carers of students

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • Qualified Teacher Status • First degree or equivalent in a relevant subject • 5 GCSE's 9-4 (A*-C) or equivalent • Evidence of recent professional development/training in the teaching of IT. 	<ul style="list-style-type: none"> • Evidence of recent professional development/training in leading the curriculum/department
Experience	<ul style="list-style-type: none"> • Experience with working with children within a learning environment (individuals/groups) • Experience of teaching IT at KS3 • Proven track record of success in teaching at KS3/KS4 • Recent experience of leadership of IT within a secondary setting • Experience of working with pupils with Special Educational Needs and/or Disabilities 	<ul style="list-style-type: none"> • Experience of transition from KS2/3 with a working knowledge of the KS2 curriculum • Experience in supporting and mentoring NQTs and/or ECT's • Experience in delivery of PSHE and assemblies • Experience of liaising with external agencies to provide high quality opportunities in school
Skills, Knowledge and Attitude	<ul style="list-style-type: none"> • Ability to lead the department across the whole age range • Ability to work flexibly as part of a team • Ability to maintain a good learning environment • Excellent interpersonal and communication skills • Excellent organisational, planning and prioritising skills • Willingness to take responsibility • Ability to use own initiative • Resilient, mature approach • An appreciation of the value of learning • A desire to encourage all young people to succeed 	<ul style="list-style-type: none"> • Ability to initiate activities to enhance provision within the subject area

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.