St Gregory's CATHOLIC SCHOOL

Head of Computing and Enterprise

APPLICATION PACK

Kent Catholic Schools' Partnership
'Academies in Christ'
Part of the Archdiocese of Southwark

Ofsted
Outstanding
Provider

St Gregory's students make the world a better place

Dear Prospective Candidate

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Yours faithfully
Mike Wilson
Headteacher - St Gregory's Catholic School

School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full

- **learn** all they can about their world in order to

- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students

- is progressive, interleaved and sequenced to develop knowledge and understanding

- provides opportunities to develop and strengthen literacy across all curriculum areas

- provides opportunities for reading

- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing

- challenges students to apply their knowledge and make informed decisions

- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners

- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals

- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives
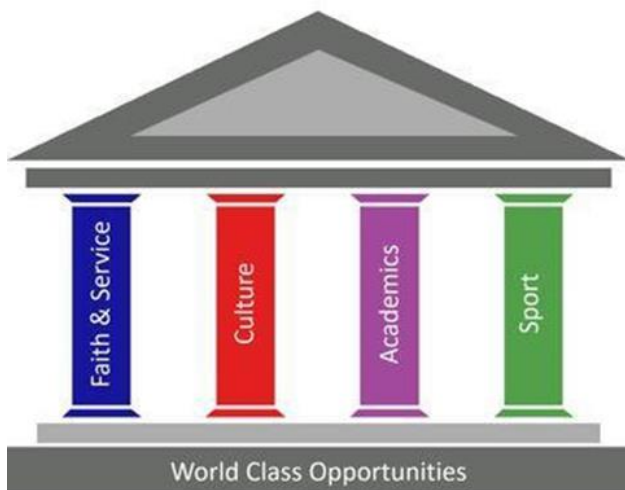
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

• who are happy and feel fulfilled

• who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy

• who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures

• who know how to learn and evaluate their own strengths to make progress

• who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society

• who demonstrate respect, compassion and empathy towards the beliefs and values of others

• who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live

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St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.

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We have an exciting opportunity to appoint an enthusiastic, well-qualified practitioner to join our Computing and Enterprise Departments as **Head of Computing and Enterprise**.

As part of the Kent Catholic Schools' Partnership, we have a strong family ethos based on Catholic values which helps the young people in our care to succeed, not just academically, but as well-balanced individuals.

St Gregory's students embrace the acquisition and practice of new knowledge and skills, and our teachers relish the opportunity to deliver challenging, engaging and interesting lessons, with high expectations of behaviour and scholarship. Opportunities for excellent Continued Professional Development and staff well-being are at the forefront of our commitment to all staff at St Gregory's.

The ICT Department offers both GCSE and A Level Computer Science and IT. The Enterprise Department offers KS4 Pearson BTEC Level 1/Level 2 Tech Award in Enterprise curriculum which aims to develop student's awareness and understanding of what makes an enterprise successful and to enthuse them in considering becoming an entrepreneur.

Applicants are welcome from both experienced Heads of Department and teachers aspiring for middle leadership. You should have excellent subject knowledge and a proven track record of outcomes. Prior middle leadership experience is desirable, alternatively, able to detail evidence of resilience and the capacity to be an outstanding middle leader.

This post is payable on the Teachers' Pay Range according to qualifications and experience. A recruitment allowance maybe offered to the right candidate.

Benefits of working at St Gregory's:
- A supportive and caring working environment for staff and students
- A research-informed approach to curriculum design and assessment
- Fully planned and resourced schemes of work for KS3 and KS4
- Opportunity to teach KS5 for the right candidate
- Dedicated and bespoke CPD time for all staff each term
- Opportunities to complete external qualifications such as Masters
- Free Gym Membership
- Kent Rewards Scheme

Job description

Job Title:	Head of Computing and Enterprise
Salary Grade:	MPS/UPS + TLR. Recruitment Allowance maybe offered to the right candidate
FTE:	1.0
Line Manager:	Assistant Headteacher

Purpose of Job:

Responsible for assessing students against learning outcomes and ensuring all groups of students at all key stages make progress, appropriately challenged and supported to achieve their very best. You will be committed to maintaining and improving our high-quality provision. You will also be accountable for student progress and development within the subject and to support it in the area of learning.

Key duties and responsibilities:

- To be accountable for leading, managing and developing the departments so that teaching and learning is consistently excellent
- To develop and enhance the teaching practice of fellow teachers
- To ensure provision of an appropriately broad and balanced curriculum for all students in Computing and Enterprise in all key stages in accordance with the curricular requirements determined by the Curriculum Directory and SLT
- To effectively manage and deploy teaching and support staff, financial and physical resources in the department
- To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages
- To link with other leaders in and beyond the subject and area of learning, to ensure that work in the subject fully reflects the school's distinctive ethos and mission
- To keep up to date with national developments in the subject and teaching practice and methodology
- To ensure effective communication/consultation as appropriate with the parents/ guardians of students

General Responsibilities

1		Catholic Ethos in the Department
1.1	Leading by Example	Act as a role model for students and staff in the respect and traditions of the Catholic faith by: • Leading the department in prayer at appropriate times • Championing the gospel values • Maintain an up-to-date understanding of the requirements of Catholic Education • Ensure the department ethos is aligned with the school, cluster and Trust ethos

2		Leading Teaching in the Department
2.1	Excellence in the classroom	• Plan and deliver well-sequenced lessons • Develop and maintain extremely high expectations of behaviour for learning • Promote a culture of independent learning • Enable all students to achieve their full academic potential in Computing and Enterprise • Regularly and consistently review the students' acquisition of knowledge and understanding • Intervene efficiently and effectively to promote and accelerate student progress
2.2	Commitment to CPD	• Demonstrate a desire and passion to continually improve your own practice • Read widely and often about the best practice in Computing and Enterprise and general pedagogy • Enhance your own subject knowledge • Engage fully with research and development of teaching and learning • Investigate and visit other settings to draw on best practice in Computing and Enterprise teaching
2.3	Leading by example	• Ensure that you champion excellent pedagogy within the department • Critically evaluate the quality of teaching and learning within the department regularly • Support teachers in the Computing and Enterprise department to develop their own practice • Model the high expectation of teaching and learning by providing concrete examples for the team • Maintain an up-to-date understanding of the requirements of Catholic Education • Ensure the department ethos is aligned with the school, cluster and Trust ethos

3		Literacy & Oracy in the Department
3.1	Teacher of Literacy	• All teachers are expected to champion and explicitly teach literacy • Model high expectations of written and spoken English • Explicitly teach key vocabulary (not just subject specific) and reinforce through regular retrieval • Identify students who need to develop their literacy skills and intervene appropriately • Insist that students write in full sentences as often as is appropriate • Provide regular feedback which develops accurate spelling and grammar
3.2	Teacher of Oracy	• All teachers are expected to champion and explicitly teach oracy • Model high expectations of spoken English and insist that student emulate this • Ensure students speak in complete sentences using correct grammar and pronunciation • Encourage students' eloquence by reducing their reliance on filler words, e.g. "um", "er" • Celebrate good oracy

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General Responsibilities

4		Leadership of the successful delivery of Computing and Enterprise
4.1	Vision	• Inspire and enthuse members of the team, with a clear vision for the future direction of the Computing and Enterprise Department.
4.2	Improvement Planning	• Lead the department's strategic planning processes, rooted in accurate, critical self-evaluation • Complete a Department Improvement Plan (DIP) annually and use this to drive improvement • Ensure the DIP is appropriately and effectively resourced • Monitor the impact of the DIP
4.3	Accurate evaluation	• Undertake regular audits and quality assurance checks within Computing and Enterprise • Use this information to lead the self-evaluation process • Review the implementation and impact of school and department initiatives
4.4	Role Modelling	• Act as a role model to others, demonstrating high standards of professionalism in all aspects
4.5	General Administration	• Provide appropriate, accurate and timely management information to enable continuous evaluation • Quality assures information required by various stakeholders • Design and implement departmental procedure that complement School policies & procedures

5		Computing and Enterprise Curriculum
5.1	Intent and design	• Clearly articulate to all stakeholders the intent of the Computing and Enterprise curriculum • To develop an innovative and progressive curriculum in Computing and Enterprise • Ensure this reflects the ethos of the school and meets the needs of all students • Ensure that all statutory requirements of the National Curriculum are met • Maintain up-to-date knowledge of initiatives and developments and incorporate these elements
5.2	Implementation	• Develop differentiated schemes of work at KS3, KS4 and KS5 so that all make progress • Develop and use high quality resources for the delivery of the curriculum • Incorporate assessment into all aspects of curriculum planning • Ensure the teaching and learning meets the needs of all students (including SEN, PP, PA)
5.2	Curriculum Review	• Review, evaluate and improve the design and delivery of the curriculum on an ongoing basis

General Responsibilities

6		Computing and Enterprise Team Leadership
6.1	Managing the team	• Adopt strong, caring and flexible leadership style to influence and motivate staff • Create an environment of open-mindedness, fairness and harmony • Organise activities/processes that encourage team development • Ensure that effective, caring procedures for staff welfare matters are implemented • Ensure that all feel that their contributions are valued • To co-ordinate the resources of the Department, giving support and guidance to relevant staff • Manage the allocation of the teaching timetable in a fair way that achieve the best outcomes
6.2	Recruitment	• Advise the Senior Leadership Team about the recruitment and retention of high-calibre staff • Ensure that all staff receive departmental induction and fully understand all relevant policies
6.3	Professional Development & Appraisal	• Implement the School performance management processes • Ensure that staff develop their practice and their performance is accurately evaluated • Ensure all staff are committed to CPD in a meaningful way that improves practice
6.4	HR issues	Act as the first level of approval/intervention for HR issues, including: • Managing absence • CPD approval • Special leave requests • Disputes within the team • Support to address concerns with practice • Well-being and mental health of staff in the team

7		Resources Management, Facilities and Health & Safety
7.1	Health & Safety	• Safeguard young people, ensuring all aspects of H&S are adhered to in lessons and prep areas • Represent the Computing and Enterprise department at H&S Committee meetings • To be aware of the need for security and of the importance of implementing H&S policies, including COSHH
7.2	Financial management	• Oversee the department's budget • Ensure the use of financial resources has a clear impact on improving student outcomes • Ensure that physical resources to deliver the curriculum are acquired and maintained effectively
7.3	Facilities	• Ensure the accommodation is used effectively to meet the needs of students and the curriculum • Ensure that the interior and exterior of the building are maintained • Ensure the condition of the teaching spaces reflect the ethos of the cluster and school

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General Responsibilities

8	Measuring Impact and Reporting	
8.1	Pupil Progress	• Provide regular reports on student performance based on internal assessment data • Provide regular reports on student performance based on externally verified examination results
8.2	Underachievement & Intervention	• Identify underachievement and plan effective interventions to address this • Regularly report this underachievement and the plans to intervene
8.3	Examinations	• Ensure that appropriate arrangements are made for examination entries and any other NEA
8.4	Outcomes	• Meet the aspirational targets set for students in Computing and Enterprise at GCSE and A Level

9	Developing & Maintaining Strong Community Links	
9.1	KCSP & Cluster Collaboration	• Develop strong collaboration with the Computing and Enterprise Team in St Gregory's Catholic School • Develop strong links with all Computing and Enterprise leaders within KCSP
9.2	Outreach	• Develop outreach initiatives which promote the dept in the community, including primary schools • Support staff as appropriate in other Trust schools
9.3	Parental Engagement	• Create and implement ways of actively involving parents and carers in the learning process
9.4	World Class Opportunities	• Facilitate a broad range of activities to deepen and broaden students' experiences in Computing and Enterprise • Support initiatives and projects in the STEM and CEIAG strategies within Computing and Enterprise
9.5	Event Coordination	• Ensure events (assigned to you annually) are appropriately calendared in good time at key planning meetings. • Plan events in good time and ensure all stakeholders are aware of details and requirements necessary to make the event successful. • Routinely evaluate events to continually improve these for future dates. • Provide a brief report including photographs/video (where appropriate for inclusion in any marketing and publicity for the school.

This job description outlines the main duties and level of responsibility of the post for the time being. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting services.

Job descriptions will be reviewed, in consultation with the postholder, at least annually or whenever there may be a significant change to the role.

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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school.	E
	Experience in leading acts of worship in Catholic schools.	D
	A practising Catholic.	D
Qualifications	At least five GSCEs grade C and above (or equivalent)	E
	Honours Degree or equivalent & QTS	E
	Experience of teaching the subject to G.C.S.E level and the ability to teach to A level Computing	E
	Health & Safety, CLEAPPS & COSHH Training	D
Experience	Successful history of results at KS4 and KS5.	E
	Evidence of ability to manage a team and teaching and learning in a curriculum area.	E
	Experience in leading change within a department.	D
	Experience of leading/coordinating professional development opportunities.	D
Professional Development	Ability to identify own learning needs.	E
	Willingness to engage in CPD.	E
	Able to train and support peers.	E
	Evidence of continuing professional development relating to wider school and curriculum/teaching and learning.	E
	A commitment to continued professional and personal development	E
	Potential for promotion within the school.	D
Leadership	Able to lead on the development of key materials and initiatives.	E
	Ability to inspire and motivate staff, students, parents and key-stakeholders to achieve the aims of Catholic Education.	E
	Ability to support staff within the faculty to achieve its vision.	E
	Ability to create a compelling vision and secure commitment from team	E
Teaching & Learning	Knowledge of a range of successful teaching and learning strategies to meet the needs of all students at KS5.	E
	Excellent subject knowledge	E
	Experience of Key Stage 4 and A-Level teaching.	E
	Knowledge and experience of exam board requirements.	D
	An understanding of assessment strategies and the use of assessment at KS5.	D
	Experience of effective monitoring and evaluation of teaching and learning.	D
Skills, Qualities & Abilities	Empathy with pupils from Key Stage 3 upwards.	E
	Excellent communication skills.	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Dedication.	E
	Ability to remain positive and enthusiastic when working under pressure.	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively.	E
	Potential for further promotion.	D

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Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly via Kent-teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 19 May 2024
Start date: September 2024

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.

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