



All Saints'  
Academy  
Cheltenham

Application Pack  
Head of Faculty – Computer  
Science and Digital Design  
Technology



Where every member of our extended family realises their God-given potential, inspired by **John 10:10**. Jesus said 'I have come so you may have life in all its fullness'.



2014 2018



All Saints'  
Academy  
Cheltenham

[www.asachelt.org](http://www.asachelt.org)

**All Saints' Academy**, Cheltenham, Gloucestershire.

Interim Principal: Mr Liam Wilkinson

### **Head of Faculty (Computer Science and Digital Design Technology)**

**Start date:** September 2024

**Salary:** Leadership Points 2-5 £48,366 - £52,074 per annum

**Hours of work:** Full Time or Part Time

**Contract:** Permanent

**Closing date:** 9 am Tuesday 7<sup>th</sup> May 2024

Are you passionate about shaping the digital landscape in education? Do you have the creativity and vision to see how we can utilise digital technology to enhance design technology through computer aided design and 3D printing?

We wish to appoint an outstanding Head of Faculty to build on our excellent foundations in Computer Science and develop the subject further working with our design technology lead to bring a digital approach. The Head of Faculty will take a lead in this, supported by the Senior Leadership Team with generous funding, by devising and implementing this exciting new approach in the coming years.

All Saints' Academy is one of a small number of prestigious CyberFirst Gold Award schools. Cyber and Computing is a real priority for us as an Academy due to our close proximity to the Golden Valley Development and GCHQ. We have developed excellent relationships with employers and organisations in the local area, which has led us the establishment of a popular weekly Cyber, Coding and Computing club in conjunction with local STEM volunteers. We are a leading Academy in the Cheltenham Educational Partnership and work closely with Cheltenham College to support our student and educational enrichment.

We provide a rich Computer Science curriculum of two hours per fortnight for all students in Years 7, 8 and 9, and we offer the popular option subjects of GCSE Computer Science, A level Computer Science and the OCR Cambridge Technical Introductory Diploma

Following another Good judgment, Ofsted reported:

- All Saints' Academy is an inclusive school.
- Leaders and directors have been successful in improving pupils' life chances by ensuring that they have achieved well in recent years.
- Staff hold fast to the school's values and ethos, which unite them in their drive to improve standards.
- There is a clear determination to support pupils and their families to overcome barriers.

*Ofsted 2018*

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints' Academy has a Life Vision, 'Where every member of our extended family realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy who welcomes applications from all denominations and those of none.

What we offer:

- The Academy is in an attractive new building, within easy access to Cheltenham, Tewkesbury and the M5 with onsite catering facilities
- Entry into the Teachers Pension scheme
- Free access to the onsite gym facility
- Access to our Employee Assistance Scheme
- Free onsite parking including electric car charge points

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Shortlisted candidates will be subject to an online search in line with Keeping Children Safe in Education 2022 recommendations. Successful applicants will be subject to enhanced DBS clearance.

To apply for this role please complete an online application form that can be found on the Academy website [www.asachelt.org](http://www.asachelt.org). If you have any questions regarding this role please contact the HR team at [hr@asachelt.org](mailto:hr@asachelt.org)

*All Saints' Academy is committed to ensuring that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.*

## **Job Description**



<b>Post:</b>	Head of Faculty
<b>Reporting to:</b>	Principal, Associate Principal, Vice Principals
<b>Responsible for:</b>	Heads of Departments, teaching staff and other relevant personnel
<b>Salary Scale:</b>	Leadership Scale Points 2-5
<b>Working Time:</b>	Full time as specified within the STPCD

### **KEY RESPONSIBILITIES**

- Strategic leadership and management of the Computer Science Faculty
- Assessment for learning
- Leadership and line management of the team
- Efficient use of staff and resources
- Securing accountability from subject teaching staff and support staff

### **JOINT RESPONSIBILITIES OF THE ACADEMY MIDDLE LEADERSHIP TEAM**

- The safeguarding and wellbeing of Academy students.
- Behaviour management.
- The quality of assessment and learning.
- Taking a lead role in creating positive relationships across the Academy.
- Performance management of a team of staff.
- Managing incidents and conflict resolution.
- Responding effectively and efficiently to staff, students and parental concerns.
- Leadership representation at evening events and external meetings.
- Fulfil directed duties
- Providing the Principal, Assistant Vice Principals and Vice Principals with self-evaluation evidence, judgements and plans for improvement.

### **PERSONAL DEVELOPMENT**

- Keep up to date with new research and current practice, utilising national bodies to support.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work/life balance.

### **JOB PURPOSE:**

As a member of the Academy's Middle Leadership Team the Head of Faculty will play a key role in ensuring that the Academy's Christian ethos is successfully promoted and adhered to throughout every aspect of the Academy. This will involve engaging in the monitoring and evaluation systems established to ensure the Academy fulfils its vision and mission objectives.

- To ensure that the mission statement underpins the daily life of the Academy.
- To support the Principal and members of the Academy Leadership Team in reinforcing strong innovative leadership that results in a high quality, flexible learning and social environment with equality of access for all.



- To enable learners to benefit from high quality, innovative and enlightened approaches adopted for teaching and learning in the Academy with particular focus on a faculty area or group of students.
- To lead/support the implementation of effective systems for; assessment, recording, reporting and target setting for the Academy, for individual students and student groups.
- To ensure that the objectives of the Academy are met through the implementation of policies.
- To lead curriculum pathways in the faculty that motivate, support and lift the academic and vocational aspirations of all learners in curriculum areas across the Academy.
- To make a very positive contribution to development of the Academy improvement program.
- To contribute to the monitoring, review and evaluation of the Academy's performance.
- To promote extra-curricular activities in accordance with the educational aims of the Academy.

### **STRATEGIC/OPERATIONAL PLANNING**

In conjunction with the Senior Leadership Team the Head of Faculty will:

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England to education.
- Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement.
- Meet strategic targets for the Academy set by the Governing Body.
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Improvement Plan and the targets set by the Secretary of State and the Governing Body.
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in a specified faculty area and across the Academy.
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated learning areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- Ensure that Health and Safety policies and practices, including Risk Assessments are in-line with national requirements and are updated where necessary, therefore liaising with the Academy's Health and Safety Manager.

### **CURRICULLUM MANAGEMENT**

- Liaise with Vice Principals and other relevant AVPs to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan/Self Evaluation.
- Assist in the design and implementation of a broad and balanced curriculum with an emphasis on The Environment to meet the aims of the Academy and the needs of all students.
- Ensure appropriate evaluation of the design and delivery of Computer Science; continuously striving to improve all aspects. Promoting innovative approaches to teaching and learning.
- Implementing Academy policy for promoting excellent student behaviour and work ethic.
- Monitoring and evaluating progress towards meeting student achievement targets.
- Ensuring that effective individual assessment, recording and reporting systems for student progress are in place and positively impacting on the individual progress of students.
- Ensuring that the Academy develops as an inclusive educational community and that students are given the opportunity to participate in the decision making processes.

- Ensure appropriate evaluation of the design and delivery of areas of responsibility and line management are continuously striving to improve standards.

#### **QUALITY ASSURANCE OF TEACHING & LEARNING**

- To keep up to date with national developments in teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Vice Principal or AVP responsible to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development and improvement of subjects are in line with national developments.
- To work closely with the Senior Leadership Team to observe, record, devise and advance the quality of progression in teaching and learning styles of staff and students as they move through the Academy.
- To support the Academy's Performance Management protocols in order to make a positive impact upon the quality of teaching in Computer Science, seeking to ensure that all teachers provide lessons which are consistently 'Good' or better, using OFSTED lesson observation criteria.
- To develop learning opportunities for pupils, students, parents and the wider community beyond the Academy day, including online activities which can be accessed away from the Academy.
- To lead or work closely with those responsible for the induction of new staff and the oversight of those undergoing Initial Teacher Training, GTP and student placements.
- To support the development of the VLE and ICT Infrastructure within the Academy.
- To obtain the views of pupils / students, with student voice consultation, about their learning experiences in Computer Science.
- To ensure homework policies and procedures across areas of responsibility are adhered to, ensuring consistency in recording, completion and marking, and parental /carer access to set homework.
- To ensure that the area's quality procedures meet the requirements of Self Evaluation and the Academy Improvement Plan.
- To seek/implement modification and improvement where required.

#### **PEOPLE MANAGEMENT**

- Implementing and monitoring best practice performance management processes so as to provide a positive framework for staff development and achievement.
- Assist in the development and implementation of a comprehensive programme of continuing professional development of staff with a focus on teaching and learning to be seen as paramount.
- To develop good management practice by ensuring positive staff relationships, participation, effective communication and procedures across the Academy.

#### **DEVELOPING AND MAINTAINING STRONG COMMUNITY LINKS**

In conjunction with the Principal and Vice Principals:

- Enabling the Academy to be rooted at the heart of the community.
- Ensuring that parents and students are kept well informed and involved in appropriate Academy matters.
- Creating and developing ways of involving adults in the learning process.

- Supporting the development of outreach initiatives to the community especially to adult learners.
- Developing and supporting links with the Computer Science community so as to enrich the learning experience of both the Academy community and its partners.

#### **MANAGEMENT INFORMATION**

- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports in accordance to the quality assurance cycle.
- To produce reports on examination performance, including the use of value-added data.
- To provide the Governing Body with relevant information relating to teaching and learning and student progress in Computer Science.

#### **MARKETING & LIAISON**

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To support/lead the development of effective 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.
- To actively promote the development of effective subject links with external agencies.

#### **ADDITIONAL DUTIES**

- To play a full part in the life of the Academy community, to support its distinctive vision, mission and ethos to encourage and ensure staff and students follow this example.

This job description sets out the main duties of the post 2023-2024. The Head of Faculty is required to undertake any other reasonable tasks at the discretion of the Principal. These responsibilities will be discussed annually as part of the annual performance management review and are subject to change in order for the Academy to develop strategically and effectively.

## PERSON SPECIFICATION



### Head of Faculty

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Graduate with a degree in a relevant subject</li> <li>Qualified Teaching Status.</li> </ul>	<ul style="list-style-type: none"> <li>Other relevant Teaching and Learning CPD</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Up to date knowledge of teaching, learning and assessment including A Levels</li> <li>Ability to teach Computer Science to GCSE and A Level</li> <li>Teaching and leadership experience and proven ability to convert strategy into results</li> <li>An exceptional, collaborative leader with proven ability to forge partnerships and build positive working relationships, negotiate with and influence partners and other stakeholders</li> <li>A strong commitment to promoting excellence in teaching, research and leadership</li> <li>Able to inspire, lead and support young people.</li> <li>Show initiative and approach challenges with a positive attitude.</li> <li>Able to use data effectively to assess prior attainment, track progress and set student targets.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use technology as a learning and teaching tool and a motivator.</li> <li>Knowledge of the OCR examination specifications and requirements for Computer Science.</li> <li>Ability to teach Digital Design Technology</li> </ul>
General	<ul style="list-style-type: none"> <li>Flexible and enthusiastic attitude.</li> <li>Clear ability to relate to young people.</li> <li>A commitment to a positive culture of learning.</li> <li>Excellent communication skills.</li> <li>Experience of planning successful lessons.</li> <li>Commitment to personal development.</li> </ul>	<ul style="list-style-type: none"> <li>Have ideas that you can turn into practice.</li> <li>Have ideas about adopting new STEM enrichment opportunities, within the faculty.</li> <li>Ability to work proactively in a team.</li> <li>Ability to self-review effectively and set appropriate performance targets.</li> <li>Willingness to organise and participate in school trips.</li> <li>Willingness to organise and participate in extracurricular activities</li> </ul>



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