

# Head of Business, Computing and iMedia

**MPS/UPS (£36,051 - £46,525)**

**plus TLR 2b (£5,351)**

**For September 2024**

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“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

## Welcome from the Principal

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace underpin all that we do through 'The Grace Way'. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We are aspirational and proud of who we are as we fundamentally believe that all our students should thrive at school and that they have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised for their achievements whilst at the same time being challenged to meet our high expectations of them.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best people they can be. My team and I pride ourselves on making decisions from a position of integrity. As a parent myself, I strongly believe that if it is not good enough for my children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of all that we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations. This is without doubt a strength of the school where we achieved 'outstanding' in our Ofsted inspection for Personal Development.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally. This was recognised as a strength of Grace in our recent Ofsted inspection: 'The school has implemented a well-thought-out, professional development programme for staff. Staff workload is carefully considered, which staff appreciate.'

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the Tove Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students."

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs N Whiles  
**Principal**

## Job Advert

We are excited to offer this fantastic opportunity for an inspirational and ambitious Head of Business, Computing and iMedia to join Grace Academy Coventry. The successful candidate will be an enthusiastic and inspiring Teacher with the experience or clear potential to organise, manage, lead and develop the Department Team. The position is ideal for a teacher keen to gain, increase or bring experience of Department Leadership.

The Business and Enterprise Faculty is a friendly, hardworking and supportive team who inspire and motivate each other. We are enthusiastic and passionate about the subjects and the school. The climate for learning in the department is very positive and student attitudes to the subjects are amongst the best in the school. The department is developing standardised lessons to ensure consistency and to support the development of good teaching and learning. A five-year curriculum is followed with students being made aware of GCSE specification referenced right from Year 7. With each chapter taught students are given a PLC (personalised learning checklist), enriching lessons delivered by expert teachers, end of topic assessments to check understanding and feedback given on strengths and developments.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work.
- Access to an internal market for promotions within the growing group of TLT academies.
- A vibrant learning environment where students are ready and focused on learning.
- Teachers' Pension scheme.
- Use of the onsite gym and sporting facilities.
- Free lunch when on duty and free refreshments in the staffroom to access throughout the day.
- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events
- Access to our performance management system where a bespoke career development plan will be discussed to help progression and development.
- Reimbursement of eye tests.
- Free work laptop.
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

**How to apply:**

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussions can be arranged via Sarah McAdam (Heads PA) at [sarahmcadam@graceacademy.org.uk](mailto:sarahmcadam@graceacademy.org.uk) or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at [sarahmcadam@graceacademy.org.uk](mailto:sarahmcadam@graceacademy.org.uk) by **Monday 20<sup>th</sup> May 2024**. **Interviews will be held on Tuesday 21<sup>st</sup> May 2024**.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

## Job Description

<b>Post Title</b>	<b>Head of Department for Business, Computing and iMedia</b>
<b>Reporting to</b>	Academy Leadership Team
<b>Responsibility Level</b>	MPS/UPS plus TLR 2b
<b>Location</b>	Grace Academy Coventry, Wigston Road, Coventry CV2 2RH
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To raise standards of pupil attainment and achievement within the whole school curriculum area and to monitor and support pupil progress</li> <li>To be accountable for pupil progress and development within the subject area</li> <li>To develop and enhance the teaching practice of others</li> <li>To be accountable for the provision and development of literacy, both in the department and across the school</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal</li> <li>To be accountable for leading, managing and developing the subject/curriculum area</li> <li>To manage and deploy teaching/support staff, financial and physical resources within the department effectively to support the department development plan</li> <li>Liaising with the Principal, Academy Leadership Team, Heads of Department and Heads of Faculty, Pupil Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, Trust staff and parents</li> <li>To keep abreast of current developments within the subject/s and to strategically lead the faculty development.</li> <li>To support the development of staff and student outcomes through delivering quality CPD within the faculty.</li> </ul>
<b>Main Duties</b>	<p><b>Operational/Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>To develop and review syllabuses, resources, schemes of work, marking policies, assessment and teaching, and learning strategies for the department</li> <li>To oversee day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources</li> <li>To actively monitor and follow up pupil progress</li> <li>To implement School Policies and Procedures e.g. Equal Opportunities, Health &amp; Safety</li> <li>To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the Academy</li> <li>To foster and promote the application of ICT skills in the department</li> <li>To ensure that Health &amp; Safety policies and practices, including risk assessments throughout the department, are in line with national requirements and are updated where necessary, therefore, liaising with the Academy's Health &amp; Safety representative</li> <li>Develop teaching and learning to be outstanding in the department</li> <li>To regularly review the quality of teaching and the implementation of curriculum and assess the impact in the subjects taught</li> </ul> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>To liaise with the Vice Principal to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan</li> </ul>

- 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 and teaching practice and methodology
- To prioritise the key content and skills within the curriculum, making this explicit from Year 7 to Year 13

#### **STAFF DEVELOPMENT**

##### **Recruitment/Deployment of Staff**

- To work with the Assistant Principal to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of the department's support staff
- Deliver relevant CPD to ensure staff are able to carry out literacy plans across the school
- To undertake Performance Management Review(s) and to act as Reviewer for a group of staff within the designated department
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff to secure appropriate cover
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- 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 designated faculty and act as a positive role model

##### **Quality Assurance:**

- To establish the process of setting of targets within the faculty and to work towards their achievement
- To establish common standards of practice within the faculty, which adhere to Academy expectations, and develop the effectiveness of teaching and learning styles
- To contribute to the Academy procedures for lesson observation
- To seek/implement modification and improvement where required
- To ensure the department's quality procedures meet the requirements of self-evaluation and the Academy Improvement Plan
- To produce an annual examinations analysis and department review as part of the Academy's self-evaluation cycle
- To ensure that marking and assessment in the department promotes student achievement
- To actively quality assure all aspects of the curriculum in the department on a consistent basis

##### **Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.
- To ensure staff, students and parent carers are fully informed of important information concerning the curriculum in the department

##### **Communications:**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Improvement Plan
- To disseminate information from meetings of the Academy Leadership Team
- To ensure effective communication/consultation as appropriate with the parents of pupils

	<ul style="list-style-type: none"> <li>● To liaise with Trust schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies</li> <li>● To represent the department's views and interests</li> </ul> <p><b>Marketing and Liaison:</b></p> <ul style="list-style-type: none"> <li>● To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases and the Academy website</li> <li>● 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</li> </ul> <p><b>Management of Resources:</b></p> <ul style="list-style-type: none"> <li>● To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget</li> <li>● To work with the Academy Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed</li> </ul> <p><b>Pastoral System:</b></p> <ul style="list-style-type: none"> <li>● To be familiar with the Academy's Child Protection Policy and to report concerns to the designated Child Protection Officer</li> <li>● To ensure the behaviour management system is implemented in the department so that effective learning can take place</li> <li>● To monitor and support the overall progress and development of pupils within the department</li> <li>● To monitor pupil attendance together with pupils' 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</li> <li>● To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description</li> <li>● To contribute to RE, Values, Enterprise and other cross-curricular issues according to the Academy Policy</li> </ul> <p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>● To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>● To play a full part in the life of the Academy community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils follow this example</li> <li>● To continue personal professional development as agreed</li> <li>● To engage actively in the performance review process</li> <li>● To comply with the Academy's Health &amp; Safety Policy and undertake risk assessments as appropriate</li> <li>● To undertake any other duty as specified by the Academy not mentioned in the above</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>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.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p>

	<p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
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## Job Specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status or evidence of working towards QTS</li> <li>• Degree or equivalent</li> <li>• Evidence of self-development and commitment to continuing professional development.</li> <li>• Experience of successful teaching and leadership at Key Stage 3, 4 and 5</li> <li>• Can demonstrate effective leadership to enable the individual needs of all students to be met through the use of appropriate learning strategies and classroom management</li> <li>• Has knowledge and understanding of leading the selection of curriculum syllabus across several subject areas and key stages</li> <li>• Has knowledge and understanding of leading the monitoring, assessment, recording and reporting of pupils' progress across several subject areas</li> <li>• Understands the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li>• Understands the importance of developing positive links and relationships within school and with all its stakeholders</li> <li>• A wide ranging and detailed understanding of leading teaching and learning, innovative curricular and raising achievement strategies</li> <li>• Successful use of a broad range of teaching and learning strategies</li> <li>• Evidence of ability to develop excellent relationships with both adults and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Post Graduate or Masters qualification relating to Education or Educational Leadership and Management</li> <li>• Experience of teaching at Post 16 level</li> <li>• Can demonstrate success in Post 16 student outcomes across several subject areas</li> <li>• An understanding of leading educational transformation across several subject areas</li> <li>• Experience of working with Parents, the local community and external agencies</li> <li>• Experience in the development of Business and Enterprise initiatives</li> <li>• Evidence of an understanding and practical use of ICT in learning</li> <li>• Evidence of recent leadership professional development</li> <li>• Experience of training and developing staff skills across several subject areas</li> <li>• Evidence of research into theories of teaching, learning and leadership</li> <li>• Evidence of promotion of innovation in curriculum and teaching and learning.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Is able and willing to promote the Academy's aims and use effective strategies to monitor motivation and morale of students and staff</li> <li>• Can show a record of leading good teaching and learning practice and outcomes across several subject areas</li> <li>• Is able to establish and develop positive and productive relationships with parents, governors and the community</li> <li>• Has the ability to communicate effectively to a variety of audiences</li> <li>• Understands the importance of, and is able to create, a happy, challenging and effective</li> </ul>	<ul style="list-style-type: none"> <li>• Can show record of leading outstanding teaching and learning across several subject areas</li> <li>• Can demonstrate leadership enabling student progress significantly above average across several subject areas</li> <li>• Can demonstrate challenging negative attitudes in both students and staff</li> <li>• Evidence of commitment to excellence</li> <li>• Evidence of leadership skills focused on bringing out the best in people</li> <li>• Evidence of the ability to lead the completion of work in outstanding teams</li> </ul>

	<p>learning environment across several subject areas</p> <ul style="list-style-type: none"> <li>• Is approachable, committed, empathetic, enthusiastic, organised, patient and resourceful</li> <li>• Good knowledge of current education trends and initiatives</li> <li>• Good interpersonal skills</li> <li>• Clarity of vision</li> <li>• Determination to succeed in challenging situations</li> <li>• Commitment to inclusive education providing opportunity for achievement for all</li> <li>• Commitment to the wider community</li> <li>• Versatility and an ability to work strategically</li> <li>• Commitment to partnership with parents and other stakeholders</li> <li>• High expectations of student achievement, conduct and behaviour</li> <li>• Openness, sense of humour, energy and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the significance of lifelong learning and extra-curricular activities in the life of the Academy</li> </ul>
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