

Head of Computing & Digital Learning Applicant Information Pack

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*welcome from
the headmaster*


Dear applicant,

Thank you for your interest in this position. You will find lots of information within this pack about the role and you are most welcome to visit West Hill Park in advance of an application. By visiting the School you will certainly gain a real understanding of how special WHP really is!

I arrived at WHP in September 2019 after six years of headship in Lincolnshire and, together with my family, received a very warm welcome by the pupils, staff and parents at WHP. The School is set in wonderful grounds and our facilities are second to none in the local area. WHP is ideally located in the village of Titchfield and close to both Portsmouth and Southampton.

We are looking for candidates who want to become part of the WHP community and want to inspire a generation of children in order to prepare them for their future. Personality, enthusiasm, innovation and a commitment to the role are key characteristics that we will be looking for! Please do not hesitate to get in touch if you have any questions and I wish you good luck with your application.

With kind regards,



Mr Chris Ward
Headmaster



Job Description



The role will require close cooperation with:

- All members of the Senior leadership team;
- Other members of staff;
- Parents, governors and the local community;
- Members of the inspectorate, advisory and support services.

Specific Duties and Responsibilities:

Responsibility to be taken for the teaching of Computing throughout the School in liaison with the Headmaster, Deputy Head (Academic) & Deputy Head (Pastoral & Co-curricular). This will include:

- Being able to raise the expectations and aspirations of all pupils studying Computing across the key stages;
- Be able to develop the breadth of student engagement within Computing;
- Be an excellent role model to staff and pupils alike;
- Be able to contribute to a successful vision for the future of the Computing Department and all aspects of Digital Learning within the School;
- Be able to motivate and lead teaching staff effectively;
- Be able to take advantage of the wide range of opportunities, support and coaching made available by the School to develop their own leadership competencies and those of others within Computing;
- Maintenance of a computing policy that reflects current technology and attitudes;
- Maintenance of a Scheme of Work that reflects current resources, National Curriculum, staff and child skills;
- Monitoring of implementation of the Scheme of Work throughout the School including issues such as equality of access, planning and assessment etc;
- Monitoring and evaluating planning, teaching, assessment and policy for computing;
- Organisation and distribution of hardware and software throughout the School;
- Maintain central resources (audited internally)
- Plan and implement INSET programmes according to staff needs, as agreed with the Headmaster;
- Provide an annual action plan and financial plan for the maintenance and development of the School's computing resources.
- Ensure that Health and Safety guidelines are followed, including:
 - setting up and moving equipment;
 - establishing appropriate working conditions;
 - ensuring electrical safety checks are carried out by the relevant authority.
- To liaise with other subject staff regarding the purchase of resources for their area;
- To maintain an online portfolio of computing work carried out by the children throughout the year;

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- To monitor new developments in Computing & Digital Learning (through the attendance of appropriate INSET) and integrate these into action plans, schemes of work and policies where appropriate;
- Enable pupils and staff to understand what acceptable and unacceptable online behaviour looks like;
- make sure staff are confident in online safety, identifying and responding to concerns;
- teach pupils and staff the skills to stay safe online where appropriate;
- share helpful advice and resources with parents and staff;
- develop robust e-safety policies and procedures, together with IT infrastructure and support;
- regularly review and improve your e-safety provision by frequenting forums and conferences where suitable.



Clerical Duties and Responsibilities:

- Ensuring that all departmental lists and registers are accurate.
- Carrying out reasonable requests that may from time to time be made by the Headmaster or Governors.

Teaching Duties

Teaching of Computing in the School from Years 1 to 8. This will include work up to Scholarship level. Full and part time applications will be considered for this role. If interested in a full-time role, please indicate other curriculum areas of interest and expertise.

All teaching should be carried out within the framework of:

- Current legislation;
- School and policy guidelines;
- Relevant outside agencies' policies and guidelines relating to the curriculum and equal opportunities;
- The specific needs of individual pupils.

Planning: Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience, and existing knowledge of pupils.

Setting and supervising work for pupils: To teach a class, classes, sets, groups or individual pupils and to set tasks to be undertaken at School and elsewhere.

Marking and recording: To mark and assess pupils' work and to record their progress, attainment and development according to School policies both at School and elsewhere.

Discipline and relationship – to maintain good order, discipline and respect for others; to promote understanding of the School's rules and values; to safeguard health and safety and to develop relationships with and between pupils conducive to optimum learning.

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Communication with parents and home links - to build and maintain co-operative relationships with parents and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as problems and difficulties.

Displays and environment - to maintain an attractive and stimulating classroom environment and contribute to displays in public areas if required. All classrooms should be kept tidy and in a condition conducive to both good health and safety practice and marketing.

Overall policy and review - to take part in the whole School reviews of policy and aims and in the revision or formulation of guidelines.

Reports - to provide oral and written assessments, reports and references, both at School and elsewhere relating to the development and learning of individual pupils and groups of pupils.

Reviews - to evaluate and review own teaching methods, materials and schemes of work and to make changes as appropriate and as required by changes necessitated by outside agencies.

Corporate Life - to take part in the corporate life of the School.

Cover - to supervise and so far as is practicable, to teach any pupils whose teacher is absent.

Professional Development - keep up-to-date with current educational thinking and practice by personal reading, attendance at courses, workshops and meetings, taking part in appraisals and reviews of own work arranged by the Head or Governors.

Requests - to carry out from time to time any such reasonable requests that shall be made by the Head or Senior Leadership Team.





Application Process

General – West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection, work within the staff code of conduct, and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check, online checks and will be asked, at interview, questions about safeguarding children. The School may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the School and should ensure that in all their actions and words they market the School in a positive manner. Disciplinary action may be taken against staff who bring the School's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

Salary – dependent on qualifications, skills and experience and in accordance with the School's pay policy.

Pension – The School is currently an accepted school for the purposes of the Alternative Pension Scheme for Independent Schools (APTIS), run by Aviva, that commenced on 1st January 2020. By signing this contract, you agree that the School will contribute not less than 16.48% of your salary to APTIS.

Fee Remission – teaching staff who, subject to the School's normal admissions procedures, have children at the School may be eligible for a discount on the tuition fees. Full details will be available at interview.

On-Site Accommodation – West Hill Park has a number of on-site residences. Staff occupying accommodation are expected to play an active role in the support of the boarding community. Further information will be discussed with the successful candidate.

How to apply – the closing date for applications is **Monday 13th May 2024**. A completed application form and a covering letter should be sent to headmaster@westhillpark.com for the attention of Mr Chris Ward, Headmaster.

The School reserves the right to appoint before the closing date so early applications are encouraged.

To arrange an informal visit to the School or to discuss the role in confidence with the Headmaster please contact Mrs Abigail Suttie (Head's PA) on admissions@westhillpark.com or 01329 842356.



WEST HILL PARK

*We look forward to
welcoming you*