

INFORMATION FOR APPLICANTS:

Faculty Leader of Computing & Business



We are seeking to appoint a dynamic and inspiring Faculty Leader of our Computing & Business Department with **at least 40% PPA**. The successful applicant will be a well-qualified, experienced specialist, who is committed to achieving high standards and developing every child to reach their full potential.

The Computing and Business Faculty is a successful faculty consisting of subject specialists in Computer Science, iMedia, and Business Studies. The faculty is well resourced and has excellent facilities for all disciplines. The faculty is friendly, committed and strives constantly to develop and improve methods for enhancing student learning, enjoyment and achievement.

If you are an outstanding leader with high expectations and a strong presence, who can achieve the highest standards from your students and staff, and a person who can create a culture of success through challenge and innovation as well as instill a love of learning, we would like to hear from you.

At Essa Academy our curriculum is key in allowing all students to gain the knowledge and skills that they will require for life. We believe that the opportunities, responsibilities and experiences students have now will have a huge impact on their abilities to break through social barriers in the future and equip them for a successful and fulfilled life. We have carefully considered our Academy's local context and intake when planning our curriculum.

We have built our Computing & Business curriculum with the intent that students will:

- Be digitally literate and be able to communicate effectively
- Be aware of the Business world and how it functions
- Develop a curiosity in the evolving Business and Technological world
- Stay safe online and know their rights in the workplace
- Develop a sound understanding of career prospects in Computing and Business
- Be numerate and able to manage finances, both personally and for a business
- Be able to problem solve by analysing and evaluating situations

Our ideal candidate will:

- Implement a Computing & Business curriculum which is accessible to all, ensuring that every student succeeds and leave equipped with the qualifications that will improve their life chances and employability
- Be a passionate teacher and have a genuine belief in the potential of every student
- Be a conscientious and enthusiastic team player
- Have excellent subject knowledge and a proven ability to raise standards in classrooms
- Be able to offer engagement, stretch, support and challenge to all learners
- Be able to accurately assess the progress and achievement of students, groups and cohorts and provide appropriate provision to ensure progress of all is maximised
- Lead, develop and implement an innovative and creative curriculum and learning programme

In return we offer:

- **At least 40% PPA**
- A bespoke CPD program to enhance your development and exciting career opportunities
- Outstanding pastoral care
- An excellent reputation in the local community
- A dedicated and enthusiastic team of teachers and support staff
- A stimulating environment, fantastic facilities and the latest computing facilities both Windows and Apple

RECRUITMENT TIMETABLE

31 March 2021	Advertisement appears
21 April 2021	Closing date for applications (by 07:00am)
22 April 2021	Final shortlisting and contact with candidates References will be requested at this stage
W/C 26 April 2021	Interviews

JOB DESCRIPTION

Post: Faculty Leader Computing & Business
Responsible to: SLT Link
Terms: Term time
Hours: 37 hours per week

Essa Foundation Academies Trust and all its schools and academies are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

This position is allocated at least **40% PPA** time to support high quality delivery and management of the Faculty area, with a teaching commitment predominantly in Key Stage 4, interspersed with some Key Stage 3.

Purpose of the post

- To lead the development, management and strategic direction of the Computing and Business Faculty
- To provide clear vision and optimistic direction and leadership for the Faculty Team
- Be accountable for raising student achievement within the Faculty and the profile of Computing and Business across the academy
- To plan, develop and implement programs of study within the Computing and Business Faculty

Main Duties

- To be accountable for the standard of teaching and learning, and the quality of the provision in the Computing and Business Faculty
- To lead, manage and develop Computing and Business throughout the academy
- Establish secure programmes of study which will accelerate the literacy and numeracy skills of the students accessing the curriculum
- To develop the use of creative technology to support and enhance teaching and learning
- To promote and develop cross curricular links with other faculties and ensure that literacy, numeracy, PSHE, SMSC, British Values and Careers are embedded throughout the lessons.
- To exercise professional skills and judgment
- To impact on the educational progress of all students in the academy
- To lead, develop and enhance the classroom practice of teaching staff and teaching assistants

Strategic Development

- Take responsibility for the development and implementation of the whole academy policy for Computing and Business
- Use national, local and academy management data to monitor standards of achievement in the Faculty
- Monitor the progress made towards achieving targets and use this information to plan future developments in the Faculty
- Collaborate with staff on short, medium and long term planning to develop Computing and Business in relation to:

- Resources
- Continuous professional development of staff
- Challenging targets for improvement
- Manage strategic development across identified areas of the curriculum.

Teaching and Learning

- To ensure that the subject curriculum for Computing and Business is ambitious, inspiring and effectively sequenced to enable all students to make good progress
- Ensure that teachers are clear about learning objectives, understand the sequence of teaching and learning and communicate this to children
- Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement in line with academy policy
- Evaluate the teaching and learning of Computing and Business in the academy through monitoring activities including:
 - Lesson observations
 - Work and planning scrutiny
 - Student discussions
 - Analysis of results and assessment data
 - Attending planning meetings
 - Leading staff training
 - Informal discussions
 - Use this analysis to identify effective practice and areas for improvement and, in conjunction with the leadership team, take action to further standards in Computing and Business.
- Manage teaching and learning across identified areas of the curriculum
- To keep abreast of the statutory requirements and examination board requirements, and developments in the subject, and adapt the curriculum in the light of these and evidence from other schools
- To encourage innovative and effective summative assessment design and formative feedback which is meaningful, manageable and motivating for students and staff and ensure this information is used to address gaps in learning and secure good progress

Leading and Managing Staff

- Lead professional development of teaching staff and learning support assistants utilising support from the leadership team
- Ensure trainee, newly qualified and staff new to the academy, receive appropriate support and training for teaching and learning
- Assist members of the Faculty in discipline matters
- Establish clear expectations and constructive working relationships among staff involved with the subject, through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate

Effective and efficient deployment of staff and resources

- Establish resource and staff requirements for Computing and Business and inform the Principal of costs and priorities
- Distribute resources to meet the objectives of the academy
- Ensure a stimulating but safe learning environment in which risks are regularly assessed.
- Administer efficiently and effectively the resources and capitation of the Faculty
- Be aware of and respond appropriately to any health and safety issues raised by

- materials, practice or accommodation related to the subject
- Discuss Faculty timetable schedules with all members of the Faculty and to ensure a fair and realistic distribution of teaching load
- Plan the deployment of staff expertise to achieve the targets in the Faculty

Other professional requirements

- Establish effective relationships with parents and inform them of developments and practices relating to the teaching and learning of Computing and Business
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- Be aware of the need to take responsibility for your own professional development
- Play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- Undertake any other duty as specified by the Principal not mentioned in the above

Develop Oneself and Others

- Make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan
- Be ready to share learning with others

Valuing Diversity

- Accept everyone has a right to his or her distinct identity. Treat everyone with dignity and respect, and ensure that what all our stakeholders tell us is valued by reporting it back to the organisation

Generic Requirements

- It is a requirement of all posts within the trust that Health and Safety requirements are upheld in the performance of all duties
- All employees of the trust are required to uphold the Equality and Diversity Policy and the trust's Code of Conduct
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies
- All staff will ensure that they are aware of and work within the requirements of all Keeping Children Safe in Education policies, seeking clarity from a member of Senior Leadership if necessary
- All staff are expected to uphold all EFAT HR related policies

This job description is subject to change and the Faculty Leader may be asked to undertake other duties, as specified by Principal not mentioned in the above.

Employee Name

Employee Signature.....

Date

PERSON SPECIFICATION

Attribute	Details	Essential	Desirable	How Identified
Qualifications	Teaching qualification in Business or Computer Science	✓		A
		✓		A
	Honours degree in an appropriate Discipline	✓		A
	Evidence of recent CPD			
Experience	Teaching experience of Business Studies at Key Stage 4	✓		A
	Sound understanding of procedures for mentoring, evaluating and improving the quality of teaching and learning	✓		A/R/I
	Evidence of consistently outstanding teaching record.		✓	A/R/I
	Experience in developing teaching and learning styles.	✓		A/R
	Experience of managing a team effectively.		✓	A/R
Professional Knowledge, Skills and ability	Full understanding of, and experience of learning and teaching practice for, specifications for GCSE qualifications in the Business and/or Computing/iMedia.	✓		A/R/I
	Detailed understanding of the National Curriculum.	✓		A/R/I
	Excellent written and verbal communication and management skills	✓		A/R/I
	Ability to inspire and guide enthusiasm for learning in students and staff.	✓		A/R/I
	Ability to recognise good teaching practice and set up systems to share this across the academy.	✓		A/R/I
	Skill in inciting and driving participation and celebration of students' achievements in the subject(s).	✓		A/R/I
	Commitment to team-work and responsive organisation of work	✓		A/R/I
	Ability to assess accurately and responsively for learning	✓		A/R/I
	Knowledge of progression routes and effective guidance for progression of Computing and Business students	✓		A/R/I

	Proven ability to set targets and through systematic monitoring, review and evaluation, see these targets achieved	✓		A/R/I
	Ability to network and work collaboratively within the Computing and Business external hub	✓		A/R/I
	Ability and desire to plan, maintain and develop an outstanding learning environment for Computing and Business	✓		A/R/I
	An understanding of the role of Computing and Business across the curriculum	✓		A/R/I
	A positive outlook and determination to optimise outcomes in response to any opportunity or challenge	✓		A/R/I
	Strong analytical skills, Intellectual flexibility and curiosity.	✓		A/R/I
Personal Qualities/Values	Genuine care and respect for, and ability to ensure, the welfare and high achievement of students	✓		A/R/I
	Understanding of and commitment to safeguarding and promoting the welfare of young people.	✓		A/R/I
	Total commitment to raising the achievement and expectations of all students	✓		A/R/I
	Evidence of high level of leadership qualities, including clear educational vision, energy, drive and stamina	✓		A/R/I
	Possess a sense of humour and maintain a sense of perspective Total commitment to and enthusiasm for comprehensive education	✓		A/R/I
	A commitment to the development of the professional effectiveness of all staff	✓		A/R/I
	The ability to work sensitively and effectively with a variety of people including parents, staff and wider community.	✓		A/R/I

A = Application R = Reference I = Interview

In the event of a large number of applicants meeting the essential criteria, the desirable criteria will become essential.

HOW TO APPLY

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies page of our website at: <http://www.efatrust.org/index.php/current-job-opportunities/>

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to Mr Martin Knowles, Principal, EFAT, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: hr@efatrust.org**

WELCOME TO ESSA FOUNDATION ACADEMIES TRUST

We recruit people for attitude and train for skills

We aim to recruit great people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason, we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and
- are not afraid to admit to seeing themselves as potential leaders of the future.

We know it's a cliché, but we really do want to recruit people who will make a difference. A high proportion of our children are disadvantaged and many speak English as an additional language; they face barriers to learning. We are therefore looking for colleagues who are on a mission – the kind of people that make others smile because of their enthusiasm; the kind of people who will get satisfaction from seeing our children learn to do things that staff in other schools might take for granted. In return you will get a lot back from our young people - they are lovely – and you will be working for a trust that will take an active interest in your development.

Finally, I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post.

Andrew Cooper, Chief Executive



Essa Foundation Academies Trust

The Essa Foundation Academies Trust currently sponsors two academies:

- Essa Academy, age 11-16.
- Essa Primary School, age 4-11.

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with an outstanding early years provision. Essa Academy was inspected in May 2018 and judged to require improvement. However, the academy has developed rapidly and was in the top 20% of schools nationally for progress in 2019.

Essa Primary (October 2019)

'This is a happy and caring school. Pupils behave well. They listen attentively during lessons and they follow teachers' instructions carefully. No time is wasted in class.'

'Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.'

'Children get off to a flying start in Reception. Teachers in the early years have created classrooms brimming with exciting learning activities.'

Inspectors also praised the leadership of the Principal and her team who they said 'have worked tirelessly to develop the school.'

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever-changing society and wider world.



Essa Academy (May 2018)

'The new Principal has provided highly effective leadership...he is very ambitious on behalf of his pupils.'

'The Principal has the full support of his senior leaders, who are equally uncompromising in their desire for pupils to have the best possible life chances.'

'Pupils are typically welcoming, polite and well-mannered.' They 'confidently shared with inspectors their understanding, appreciation and celebration of British values. Pupils respect differences and value diversity.'

Pupils also told inspectors that they feel safe and the school is 'a happy place to grow up in.'

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.



EFAT Support Services

We provide administrative and business support such as HR and Finance Support throughout the trust.

Essa Education Ltd

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more.

Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.

Essa Education Ltd is a wholly owned subsidiary of Essa Foundation Academies Trust.

VISION & VALUES – All Will Succeed

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

Developing decent people:

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

Achieving full potential, no excuses:

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

Discipline and standards:

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

Great Schools for all:

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

Big on attitude:

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

Strength in sharing:

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success. What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.

The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website www.efatrust.org