



“Leaders have developed a curriculum that is broad, interesting and varied. Pupils develop their knowledge and skills well as they move through the school. By the end of Year 6, pupils achieve high standards in reading. They also do well in writing and in mathematics.”

OFSTED November 2019.

Application Pack

Specialist Teacher for Computing and Digital Learning

September 2021



The Raglan Schools



The Raglan Schools

Dear Colleague

Thank you for taking an interest in this vacancy at The Raglan Schools, a large federation of Raglan Infant and Junior Schools. Both schools continue to be 'good' as judged by OfSTED in 2018 (Infants) and 2019 (Juniors). Although officially they are separate schools, they work closely together like a primary school under one Leadership Team.

I think this is a very exciting opportunity as our new Computing Specialist Teacher. It is a new role for us and we are looking for a great teacher and innovator to take our computing curriculum to the next level.

Raglan has specialist teachers in PE, Music and Art and these roles have helped grow each of the subjects and raise standards across the schools. Our children are eager to achieve more with computing and with the right technology and an outstanding guide, they will excel.

The role does stretch beyond the school day with extra-curricular clubs and activities as part of this role. Coaching and supporting other teachers is also a key part of the job, helping staff make the best use of technology.

We are well resourced with a Mac Suite, iPads and Chromebooks and we want to ensure we are using them to their best potential. As a Google School we also want to continue to develop G Suite and ensure our staff are able to use the tools really well as part of their teaching and their organisation.

If you would like to know more or have a chat about the role and what we have in mind, do get in touch.

Regards

Martin Kelsey **Headteacher**





The Raglan Schools

Job description

Pay Spine: MPS/UPS + TLR2a (Outer London)

Date: September 2021

The job description is made up of a standard Class teacher Job Description plus the specific role of the Specialist Teacher for Computing and Digital Learning In accordance with the school's policies and under the direction of the Headteacher:

Teaching:

- To plan and prepare schemes of work and complete planning documentation;
- To teach, according to their educational needs, the pupils in your class, including the setting and marking of work to be carried out by the pupil in school and elsewhere;
- To promote the intellectual, physical and personal abilities and aptitudes of the pupils in your class and provide guidance and advice to pupils on educational and relevant social matters;
- To make records of and reports on the personal and social needs of pupils.

Assessment Recording and Reporting:

- To assess, record and report on the development, progress and attainment of the pupils in your class;
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Appraisal:

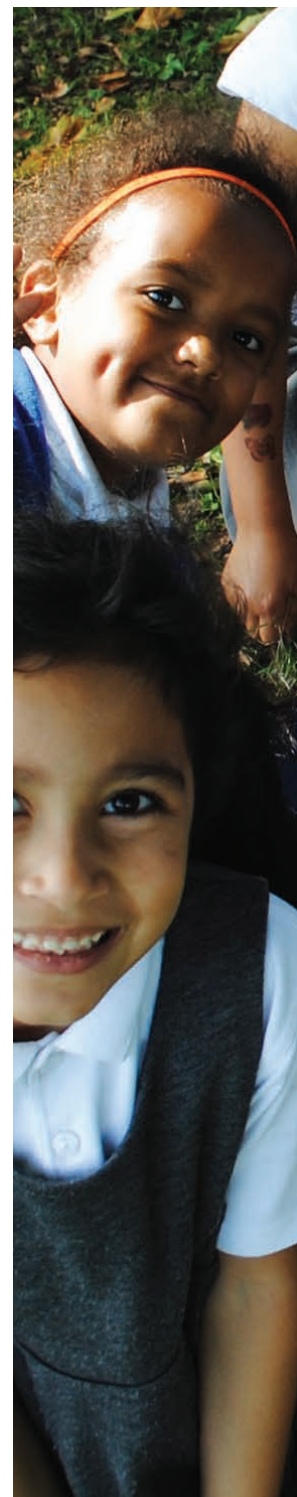
- To participate in arrangements for the appraisal of your own performance and that of other teachers.

Further Training and Professional Development:

- To keep under review your methods of teaching and programmes of work; and participate in arrangements for your further training and professional development as a teacher.

Curriculum Development:

- To advise and co-operate with the head teacher and other teachers on the preparation and development of courses of study, teaching materials, teaching schemes, methods of teaching and assessment and pastoral arrangements;
- To contribute to the development of a specific area of the curriculum across the federation.





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Job description *continues*

Discipline, health and safety:

- To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- To safeguard the welfare of children in accordance with the school's policy for Child Protection.

Staff meetings:

- To participate in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Communication

- To communicate and consult with the parents of pupils, or others who have a legitimate interest in the pupils in your class;
- To communicate and co-operate with persons or bodies outside the school; and participate in meetings arranged for any of the purposes described above.

Management and Administration:

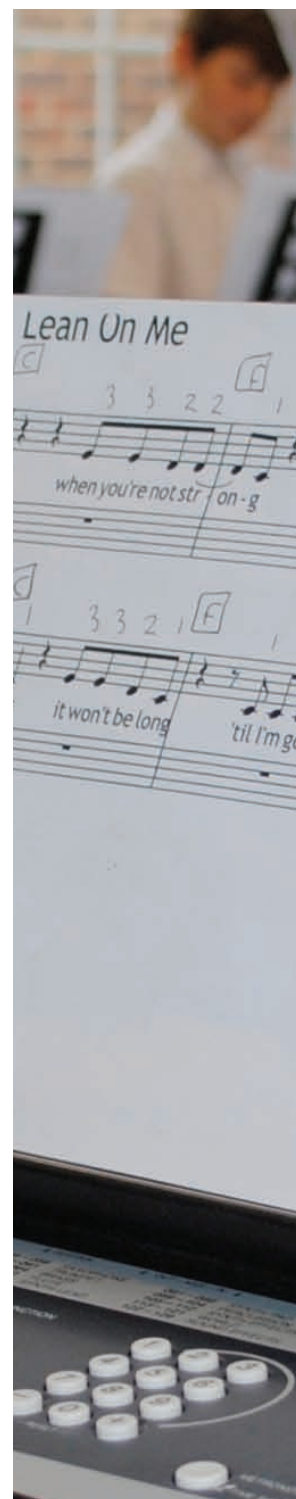
- To co-ordinate or manage the work of other staff;
- To participate in administrative and organisational tasks related to such duties as are described above, including the direction or supervision of persons providing support for the teachers in the school; and
- To attend assemblies, register the attendance of pupils and supervise pupils, whether these duties are to be performed before, during or after school sessions.
- To take such part as may be required of you in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school;

Cover:

- To supervise, and so far as is practicable teach any pupils, whose teacher is not available to teach them (this rarely happens but can in unavoidable cases).

Administration:

- To participate in administrative and organisational tasks related to the duties described, including registering attendance of pupils;
- To manage or supervise anyone providing support in your class;
- To order and monitor use of resources.





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Job description *continues*

General Professional Duties

- To carry out particular duties as may reasonably be assigned to you by the head teacher;
- To contribute to the overall life and work of the school.

Specialist Teacher for Computing and Digital Learning Role

- Teach Computing across KS1 and KS2
- Support teachers and TAs in effective use of technology in EYFS
- Develop a vision for Computing and the use of technology and contribute to relevant sections of the school's Development Plan and self evaluation
- Develop and deliver extra-curricular opportunities, projects and events
- Foster strong links with key subjects including STEM
- Devise an excellent Computing Curriculum with clear progression and challenge and review and evaluate its impact.
- Line Manage the IT Technician and support them in their role
- Liaise with and direct the work of the school's IT Technician to ensure good maintenance and management of the school's IT resources, network, administrative systems and applications
- Develop the knowledge and skills of non-specialist staff through modelling lessons, team teaching and coaching
- Lead CPD to individuals, groups or the whole staff as appropriate
- Develop the use of G Suite including Google Classroom
- Make effective use of technology including iMacs, iPads, Chromebooks and other small tech devices
- Maintain the Computing budget in conjunction with the Headteacher
- Advise the Head Teacher and governors on appropriate hardware, software, applications, and digital media
- Act as the school's Online Safety Champion
- Develop support for parents including workshops both online and face to face
- Maintain your own skills and expertise through PD
- To liaise with outside agencies and other schools and establishments where appropriate
- Keep up to date with government initiatives relating to the teaching of Computing
- Help maintain the school website and social media platforms to show the school at its best.





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Person specification

Knowledge / Qualifications

- Graduate with qualified teacher status
- An awareness of current issues in specialist subject area
- Knowledge of national curriculum requirements at KS1 & KS2 and EYFS Curriculum
- Understanding of use of data to assess and inform teaching and learning
- Knowledge of G Suite for Education and the use of Chromebooks
- Knowledge of Apple products and opportunities within the curriculum
- Additional Qualifications (Google Educator/Trainer, Apple Teacher)
- Knowledge of Online Safety within primary phase

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Experience

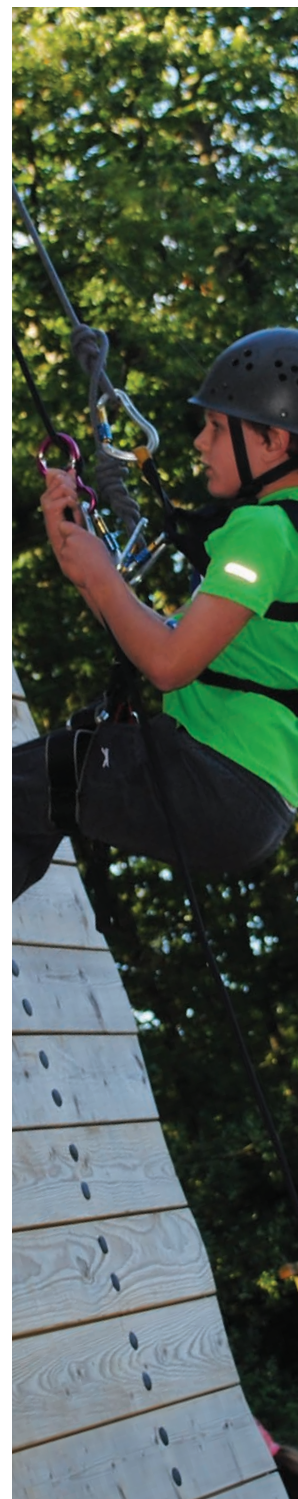
- Experience of teaching KS1 and/or KS2
- Experience of teaching EYFS
- Experience of subject leadership and of supporting other staff

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Skills

- Good organisational skills
- Effective planning and teaching
- Effective behaviour/classroom management
- An ability to enthuse and direct pupils and staff towards raising expectations and levels of achievement
- Ability to work independently and be a team player
- The ability to meet deadlines
- Outstanding IT Skills
- Ability to manage others including appraisal

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Person specification *continues*

Other Characteristics and Requirements

- Can show initiative, be innovative and self-motivated
- A commitment to the ethos and values of The Raglan Schools
- Commitment to own personal development and learning
- Enhanced DBS check before starting

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Appointment process

- This is a permanent position from September 2021
- It is a newly created post to extend the number of specialist teachers
- The pay range is on the Main or Upper Pay Scale (Outer London).
- TLR2a included as part of this leading teacher role
- Recruitment Allowance maybe available for those moving such as from Inner London to match or improve salary
- The closing date for applications is **Thursday 18th March 2021 (12 noon)**
- If your application meets the criteria, stage 1 is an online interview
- Stage 2 is held in school and will involve tasks and a final interview
- The successful candidate will be required to have a new enhanced DBS check before starting their post.
- Ideally some handover visits can be organised prior to starting the post and the school is happy to compensate a school where applicable.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.





The Raglan Schools

Key Facts about our Federation

Age Range	3–11 years
Location	Bush Hill Park, Enfield
Type	Federation of Raglan Infants (including Nursery) and Junior Schools (Community)
SLT	1 Headteacher, 1 Deputy Headteacher, 1 School Business Manager, 4 Assistant Headteachers leading phases and 1 Assistant Headteacher for Inclusion
Number of Children	930 across the 28 classes Plus Nursery with options for upto 35 hours of provision
Number of Staff	49 teachers, 40 teaching assistants and 25 support staff
% of Pupil Premium (2020)	Infants 9% Juniors 17.9%
Number of EHCP/ Statements (2020)	Infants - 16 Juniors - 12
% of EAL (2020)	Infants 51% Juniors 60%
OFSTED	Infants – Good (February 2018) Juniors – Good (November 2019)





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