

# Toynbee School

Bodycoats Road  
Chandlers Ford  
Eastleigh  
Hampshire  
SO53 2PL

Appointment  
of  
Teacher of Computing & IT

**Contact Details:**

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## **APPLICATION DETAILS**

I have enclosed with this pack the following details:

- Computing and IT Department profile
- A Job Description/Person Specification
- School Details

An application form (teaching staff) is available to download from Toynbee School website. See link below:

[www.toynbee.hants.sch.uk/vacancies.php](http://www.toynbee.hants.sch.uk/vacancies.php)

### **Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependant upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check  
(previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

### **Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

## TOYNBEE SCHOOL

### Computing and IT Department

The main aim of the Computing and IT Department at Toynbee is to ensure that pupils enjoy Computing and IT, whilst developing their knowledge, skills and attitudes to their full potential.

There are three computing classrooms (all with ICT, Projector and sound) and a departmental office. In addition, there is an IT Technician and a service level agreement with an IT Company to support the teaching staff.

#### **From September 2021: Key Stage 3 – Year 7 & 8**

- Pupils will be taught Computing and IT as a separate subject.
- Pupils will be taught in mixed ability classes.
- Year 7 and 8 Pupils will be taught 2 x 1 hour lessons over 2 weeks.
- There are currently Schemes of Work in place for all topics.

#### **From September 2021: Key Stage 4 – Year 9,10,11**

- Pupils will be taught across 5 x 1 hour lessons a fortnight across the Key Stage.
- Pupils will be taught in mixed ability groups across a range of option blocks
- GCSE Computing (OCR Exam Board) is currently offered to pupils in Key Stage 4 and is always a popular option choice for pupils.
- The Department have recently introduced the Creative iMedia GCSE (OCR Cambridge National) in September 2021 and uptake has been extremely high.

#### **Curriculum Development**

The Department are currently focusing on:

- Ensuring our curriculum is robust, sequential and meaningful and linked to the National Curriculum.
- Refining our new KS4 Schemes of Work to promote even better progress.
- Developing strategies to secure even better outcomes for our most able pupils

#### **Continued Professional Development**

The school offers outstanding CPD opportunities. We work closely with the Local Authority and have many links with subject inspectors and local schools. We pride ourselves on an internal training programme which is second to none. All staff are able to contribute to this.

## Person Specification: Teacher

Criteria	Essential (E) or Desirable (D)
<b>Professional Values and Practices</b> <ul style="list-style-type: none"> <li>High expectations of all students</li> <li>Ability to contribute to the corporate life of the school</li> <li>Commitment to their own professional development</li> <li>Commitment to equal opportunities</li> </ul>	E E E E
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>Good Honours Degree (subject area)</li> <li>Qualified Teacher Status</li> </ul>	E E
<b>Teaching and Classroom Management</b> <ul style="list-style-type: none"> <li>Ability to inspire and motivate learners</li> <li>Ability to plan lessons on the basis of learning objectives and information about prior learning</li> <li>Ability to select and prepare appropriate resources</li> <li>Understanding of and compliance with safe practices</li> <li>Understanding of and compliance with the requirements of the National Curriculum programmes of Study and related schemes of work</li> <li>Understanding of the importance of literacy, numeracy and Citizenship within their subject area</li> <li>Ability to use new technologies to support and accelerate learning</li> </ul>	E E  E E  D   D  D
<b>Monitoring and Assessment</b> <ul style="list-style-type: none"> <li>Ability to assess students' learning and to use this assessment to plan future teaching and raise student achievement</li> <li>Understanding of the importance of Assessment for Learning</li> <li>Understanding of the use of success criteria and grade/level descriptors when making assessments</li> </ul>	E  E  E
<b>Communication</b> <ul style="list-style-type: none"> <li>Have written and oral skills of a high order</li> <li>Be able to build professional relationships and work sensitively with a wide variety of people</li> <li>Demonstrate good presentational skills</li> </ul>	E E  E
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Ability to work as part of a team</li> <li>Verbal and written communication skills suitable for working with parents, colleagues and students</li> <li>Experience of working with young people outside the classroom</li> <li>Have a love of teaching and learning and sensitivity to young people</li> <li>Have integrity, optimism, flexibility, resilience</li> <li>Have stamina to cope with the demands of the post</li> <li>Be able to adapt to changing circumstances and new ideas</li> <li>Show commitment and reliability</li> </ul>	E E  D E  E E E E

## Teacher of Computing & IT

**Grade:** MPR

**Relationships:** The teacher will be:

1. responsible to the Headteacher
2. responsible to the Head of Computing & IT for all classroom activities
3. responsible to the Progress Director and Guidance Manager when fulfilling the role of tutor
4. professionally related to colleagues within the school on a number of levels.

**Job Purpose:** To teach effectively in the area of Computing & IT fulfilling all the professional responsibilities of a teacher.

### **Duties and Responsibilities:**

1. Careful planning and preparation of lessons and a willingness to contribute to departmental discussions on the curriculum.
2. The assessment of pupils in accordance with the policy of the Computing & IT Department and the recording of assessment and the provision of reports as required.
3. Consultation and communication with parents and a contribution to all meetings arranged for this purpose.
4. Taking part in arrangements for further training in professional development as a teacher.
5. Maintaining a good order and discipline amongst pupils whilst maintaining the highest standards of care and courtesy.
6. A reasonable contribution to the general duties of the school and cover of absent colleagues in accordance with generally accepted policies.
7. Careful observations of all the rules pertaining to Health and Safety in the Department and sensible care of all equipment.
8. Participation in departmental and pastoral meetings as required.
9. Care of the teaching area with a contribution to display areas to provide a stimulating and attractive learning environment.
10. To be a tutor and contribute fully to the pastoral organisation of the school.
11. Any other duties as requested by the Headteacher, commensurate with the role.

## The Toynbee School

Welcome to Toynbee. We are a successful Hampshire County Council Community comprehensive school for pupils aged 11 to 16 situated in Chandlers Ford, a pleasant residential area on the outskirts of Eastleigh. Our position close to the M27 and M3 enables easy access to Romsey, Southampton and Winchester. We have at present approximately 800 pupils on roll. Toynbee enjoys an excellent reputation amongst parents and the local community.

A Theatre, two Sports Halls, state of the art Synthetic Pitch and Dance Studio are adjacent to the Music facilities. There are eight laboratories and buildings devoted to Technology and Art. Improvements in the Technology areas have been made and suites of Information and Communication Technology developed. There is a strong Learning Support department and the school has a designated Resource Centre for pupils from Hampshire, Portsmouth and Southampton who have a Visual Impairment. All departments have their own area in the school and almost all staff have their own teaching space. The school has an excellent Learning Resource Centre which has just been refurbished. We are an 'Investors in People' school and have held this award for the past 10 years.

The school has a strong reputation for extra-curricular activities and the staff are encouraged to take part. We are keen to develop able and talented pupils through our special scheme. As well as a wide range of clubs, sporting, artistic and musical activities we run exchange visits to France and Spain.

The Toynbee ethos combines the achievement of 'Personal Best' with genuine concern for academic results. The school is organised on a year system with Progress Directors, Guidance Managers and Tutors taking their pupils through the five years spent at Toynbee. Year groups occupy an area of the school and Tutors tend therefore to be drawn from one or two subjects. Target setting is supported by a strong pastoral system.

The school currently operates a twenty five period week with five one hour lessons. Toynbee seeks to develop the potential of all pupils and maintains an ethos of academic achievement. Examination results have improved substantially and progress is significantly above national figures. Both the English and Maths departments achieved fantastic results with 68% of pupils achieving a 4+ or above in English, and 82% of pupils achieving a 4+ or above in Maths. However, the philosophy of the school would expect this achievement to be within the context of a curriculum which offers an extensive programme of activities and challenges. The quality of community life is important to us and we are proud of our reputation as a friendly, caring school.