



Ark Alexandra Academy

Head of Business & Computer Science

Reporting to:	Assistant Principal
Location:	Ark Alexandra Academy, Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time
Start date:	January 2025
Closing date:	9.00am, Friday 01 November 2024
Salary:	Ark Outside London Main/Upper Pay Scales: £30,570 to £48,390 plus TLR 2B £5,350 (this does not include any cost of living pay award for 2024/25) + up to £5K relocation package for the right candidate

*The school reserves the right to withdraw this advert if a suitable candidate is appointed before the closing date. **Applicants are strongly encouraged to apply early for this role to avoid disappointment.***

Ark Alexandra

Ark Alexandra is a large secondary academy in Hastings, East Sussex. As a Church of England school, our values of faith, excellence and kindness underpin our ethos, culture and behaviour. We have an inclusive admissions policy that welcomes, without preference, students of all faith and none. We believe that everyone deserves to be accepted, included, and empowered to live a purposeful and fulfilling life.

Our vision is to provide all members of our community with the opportunities to engage with 'life in all its fullness' (John 10:10). This will be achieved through the highest quality of education that a truly great school will provide. We are committed to striving for excellence and inspiring our students to fulfil their potential. Our faith underpins our aim for all students to have the widest possible life choices. By knowing every student, demonstrating kindness, we will inspire every member of Ark Alexandra to have a positive impact on the community around them.

We continuously strive to maintain and further develop a safe, calm and purposeful environment, in which all children feel happy, secure and respected. Our commitment to safeguarding is further detailed in our Safeguarding and Child Protection Policy which can be found on our website [here](#). Joining our school team is an excellent opportunity for a proactive person who wants to make a lasting difference to the communities they serve.

Our school is on an exciting rapid upward trajectory. Ark Alexandra operates as one school across two 6FE campuses. This creates the dual benefit of working within a

small school family setting, whilst providing unique opportunities for growth, development and career opportunities that exist in a large school model.

We take a traditional and research-based approach to education with a primacy placed on cognitive science, scholarship and what the best schools do. We are a no-nonsense school where staff can focus their efforts on teaching great lessons. Our focus on extra-curricular activities including DofE (bronze to gold), Army Cadet Force and reward trips ensures our students benefit from a range of exciting opportunities.

How is Ark Alexandra different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We have an 8am - 5.30pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance.
- Our systems and processes for communication and assessment are streamlined, research led and based on the needs of our local context.
- Behaviour for learning is always a high priority so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, mobile phone free school.
- We offer a wide range of enrichment opportunities for our students that have excellent attendance and feedback.
- Our curriculum is academic and designed to prepare our students for the workplace in the 21st century
- We put high-quality teaching at the heart of what we do. Live coaching and current best practice in the field of education is central to our approach.
- There is the opportunity to steer your own career. There is a range of professional development opportunities available should you be seeking to further your career beyond classroom teaching.
- As we are part of the large Ark network, this means that we work collaboratively with other schools to build a curriculum suitable for all students and bespoke to our context.
- Salaries higher than the national pay scales.
- Twice as many training days as standard with network-wide events with Ark colleagues.
- Unique opportunities for growth and development
- Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers

If you are ready to add further value to our dedicated, hard-working team and to work alongside a diverse school leadership team, then you will find this job extremely rewarding.

To find out more about Ark Alexandra, please visit our website www.arkalexandra.org

Alignment with the school's vision, values and approach to education is essential.

Ark Safer Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the required criteria will be taken forward from application.

Interview

1. Shortlisted candidates will take part in an in-depth interview process that will include a competency based interview, and for all teaching roles, will include a lesson observation or similar practical assessment.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application.

Reference checking

References from the previous and current employer will be requested for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

A Commitment to Encourage Diversity

Ark is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

The Role and the Department

The department covers Business and Computer Science at both KS3 and KS4.

Our Computer Science curriculum at KS3 challenges students in their understanding of HTML, Programming and Graphics, allowing students to investigate and explore computer science from Year 7 to Year 9. Students in Year 10 are given the opportunity to choose GCSE Computer Science as an option subject, where we follow the GCSE OCR curriculum.

Within Business studies students follow the GCSE Edexcel curriculum. KS3 students are introduced to enterprise within whole school drop down days, and as part of the extensive enrichment programme.

The department is well resourced with ICT suites on both campuses, in addition to all students having their own allocated personal chrome book.

About Ark Schools

Ark is a network of non-selective schools and run 39 academies in London, Birmingham, Hastings and Portsmouth educating more than 28,500 students.

Ark's aim is to create outstanding schools that give every student, regardless of their background, the opportunity to go to university or pursue the career of their choice.

For further information about Ark Schools please read the attachment on the application website – Why join an Ark school?

How to Apply

For an informal conversation about the role or to arrange an informal visit, please contact our HR Department on ALEHR@arkalexandra.org

To apply, please [click here](#) to complete an online application form.

Please note: we are unable to accept applications via CV. We will also be reviewing applications on an on-going basis and this advert may close earlier than advertised depending on the level of response. Early application is strongly encouraged. You will be able to pause, save and log back in to complete your application up until the vacancy closes.

Closing Date: Friday 01 November at 9.00am

Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to an enhanced Disclosure and Barring Service check and any other relevant employment checks.

Job Description: Head of Business & Computer Science

Reporting to:	Assistant Principal
Location:	Hastings, East Sussex
Contract:	Permanent
Working Pattern:	Full Time
Salary:	Ark Outside London MPS/UPS: £30,570 - £48,390 plus TLR2B

The Role

As Head of Business & Computer Science, you will lead, develop and manage the effective delivery of an outstanding curriculum, which enables the highest level of student progress and attainment. You will lead the professional community of business and computer science teachers and promote outstanding teaching and learning and a strong school culture within a nurturing and rigorous environment.

Key Responsibilities

Leadership and Management

- Lead, develop and line manage the department's staff including through the provision of CPD, inset training days, supervising ECTs, ITT students and support staff, etc.
- Monitor, evaluate and continually improve the quality of planning, teaching, and assessment of all members of the department's team
- Be accountable for student progress in Business Studies and Computer Science across the school at all key stages, ensuring that all students achieve results in line with, or better than, value-added predictions
- Monitor, evaluate and continually improve the curriculum, ensuring it provides an excellent foundation for further study and offers enrichment opportunities
- Lead behaviour management in the department, securing strong routines for learning, consistent with the academy's policy, and liaising with tutors and parents when necessary
- Lead and manage the department's learning environments so that they are purposeful learning spaces that facilitate excellent learning and behaviour, and celebrate the highest standards of work
- Develop strong partnerships and ensure regular communication with parents and carers
- Manage departmental budget and resources effectively and efficiently
- Work with colleagues, students and families to develop a strong school community

Improving Teaching & Learning

- Model outstanding teaching and lead collaborative planning and development, including the sharing of resources and best practice within the department

- Ensure excellent practice is shared beyond the team and Heads of Department to maximise cross-year and cross-curricular links
- Track student progress in Business Studies and Computer Science, analysing all relevant data to make data-driven changes to the curriculum, planning and delivery
- Evaluate the work of the team through rigorous evidence gathering, including learning walks, work scrutinies, and lesson observations, and providing constructive feedback
- Monitor the identification of and provision for students with individual needs, and ensure that both support and challenge is in place
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

Teaching Responsibilities

- Set high expectations so that all students are inspired, motivated and challenged to reach their full potential, and in doing so meet their progress and attainment targets
- Plan and teach well-structured, differentiated lessons that are aligned to the school and/or network curriculum and cultivate every student's intellectual curiosity
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to students, staff and families in order to promote progress and outcomes
- Manage behaviour effectively to create a safe, respectful and nurturing environment so that students can focus on learning
- Work collaboratively with both school and network colleagues as a committed team member, building successful, high performing teams
- Participate actively throughout the network, by attending relevant meetings, and, as appropriate, delivering network-wide training and initiatives
- Work with colleagues, students and families to develop a strong school community

Professional Development

As a teacher:

- Take responsibility for your own professional development and demonstrate a commitment to continuous professional development by undertaking, and seeking out, opportunities to build your capabilities as a teacher
- Maintain an up-to-date expert knowledge of your subject area, related teaching pedagogy and relevant aspects of the National Curriculum, exam board requirements and other statutory provisions, including developments and reforms in broader education policy
- Ensure you understand your professional responsibilities in relation to school policies and practices

- Evaluate your own teaching critically and use this to improve your effectiveness
- Engage, positively, with the Academy's performance-management system

Non-Subject Responsibilities

- Demonstrate consistently high expectations of all students and a commitment to raising their achievement and social and emotional well-being
- Promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration
- Develop strong and positive relationships with students
- Implement all school policies, including the school's behaviour policy
- Contribute to the design and delivery of the school's enrichment curriculum
- Model the ethos and vision of the school at all times
- Communicate promptly and sensitively with parents, carers and other relevant bodies where necessary
- Establish and maintain effective working relationships with all colleagues
- Be familiar with and comply with the School's Health and Safety policies
- Be responsible for the health & safety of students when they are authorised to be on school premises and when engaged in authorised activities elsewhere
- Ensure compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

Form Tutor Responsibilities

- Maintain a holistic overview of the academic and pastoral progress of your tutees, including monitoring their wellbeing, academic attainment and progress
- Develop strong, trusted, relationships with each tutee to act as their mentor.
- Implement the Academy's attendance, rewards, sanctions, behaviour and monitoring policies
- Monitor the safeguarding and welfare of tutees
- Ensure relevant staff are aware of any issues with tutees as required
- Proactively engage parents of tutees and endeavour to build positive home-school relationships. Act as the primary point of contact for parents of your tutees
- Model the ethos and vision of the school

Other

- Actively promote the safety and welfare of our children and young people
- Complete whole school duties
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

Notes

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with students.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/Senior Leadership Team/Line Manager.

Person Specification: Head of Business & Computer Science

Qualification Criteria

- Qualified to teach and work in the UK
- Degree in Business, Computer Science or related subject

Knowledge, Skills and Experience

- Evidence of professional development relevant to Middle Leadership
- Demonstrable commitment to raising attainment of all pupils in a challenging classroom environment
- Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and of leading successful enrichment programmes including establishing a high achieving department
- Experience of reflecting on and improving the quality of teaching and learning to increase student achievement
- Experience leading a team and/or working to support the significant success of others, including professional development and effective management of underperformance
- Experience of interpreting complex student data to drive lesson planning and student progress
- Mastery of and enthusiasm for Computer Science
- Effective and systematic behaviour management
- Knowledge of the national secondary education system, examinations and curriculum

Behaviours

- Genuine passion for and a belief in the potential of every student
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of background
- Excellent interpersonal, planning and organisational skills
- Resilient, motivated and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.
- Commitment to and understanding of professionalism in line with the National Teaching Standards

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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