



SUBJECT INFORMATION PACK

TEACHER OF BUSINESS & ICT

(Maternity
Cover)

Joining an Outstanding Team!

Our Team

With six members of the team all working collaboratively together, the Business, ICT and Media team are a powerful force in delivering student success. Our ethos is based on the sharing of resources and teaching practices, within and across the subjects, so that our students experience consistently outstanding learning.

Our Curriculum

The department is well-resourced with a variety of digital textbooks and practical resources.

Key Stage 4 students are currently studying BTEC subjects which lead into BTEC Nationals in Key Stage 5. Each year, these subjects are hugely popular options for our students, who enjoy their vocational studies. The successful candidate will be required to teach some Key Stage 3 ICT, the content of which covers a broad range of software. The department has comprehensive schemes of work, shared by all, which supports with planning and managing workload.

The Post

We are seeking a new member to join our team, initially as a maternity cover, although this may lead to a permanent post in the future.

An ideal candidate would be able to deliver up to Key Stage 4 in both subject areas, although a specialist in either field would be considered. We are looking for someone who will share our passion for our subjects and also someone who will bring new ideas and embrace the culture of sharing that we foster. In essence, we are looking for an outstanding teacher who can deliver innovative and exciting lessons to engage our students and to be a part of our extremely successful team.

The department has a strong track record of nurturing trainees and NQTs through the early stages of their careers and so if you are looking for your first post, there would be no better place to start than at The Latimer Arts College!

Our Facilities

The department has excellent facilities consisting of 4 main ICT rooms, all well equipped with relevant software.

Each room is equipped with a projector and each member of teaching staff has a laptop.

We are proud of being part of the Latimer team: if you share our passion and enthusiasm, we would love you to apply for this post!

Job Description—Teacher of Business and ICT (Maternity Cover)

Role: Teacher of Business and ICT

Line Manager: Head of Business, ICT and Media (known as Progress Leader)

Direct Reports: None

Scale: TMS

General Responsibilities

- To teach Business and ICT and carry out the specific responsibilities of the role as contained in the School Teachers' Pay and Conditions document.
- To be a form tutor and to carry out the specific responsibilities of the role.

Specific Responsibilities

Classroom Teacher

To fulfil and maintain the Teaching Standards by:

- Understanding and being fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole college improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the College's meeting cycle.

Form Tutor

- To lead a tutor group and be responsible for the delivery of tutor time activities in accordance with the published schedule and as directed by the House Achievement Leader;
- To encourage tutees to comply with the College's Values statement;

Job Description continued

- To encourage the student voice and develop a Form and House ethos that is in harmony with College values;
- To monitor student progress, following the College's tracking processes, mentoring tutees and intervening when progress is not as expected;
- To encourage high levels of attendance;
- To provide relevant information, advice and guidance to tutees.

Other

- To undertake any other reasonable duties as directed by the Principal.

Person Specification—Teacher of Business and ICT (Maternity Cover)

| SELECTION CRITERIA (no priority order) | | | |
|---|------------------|------------------|--|
| Qualifications | Essential | Desirable | Method of Assessment |
| Qualified Teacher Status (gained or pending) / Degree relevant to the subject | X | | Application form/Verified at interview |
| High standard of literacy | X | | Application form |
| Commitment to Safeguarding | Essential | Desirable | Method of Assessment |
| Motivation to work with children and young people | X | | Application form/Interview |
| Commitment to, and belief in, the equal value of all students | X | | Application form/Interview |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | X | | Application form/Reference/Interview |
| Ability to raise the self-esteem and expectations of children and young people | X | | Application form/Interview |
| Emotional resilience in working with challenging behaviours and attitudes | X | | Application form/Interview |
| Teaching and Learning | Essential | Desirable | Method of Assessment |
| Proven track record of outstanding Business or ICT teaching and a willingness to teach both | | X | Application form/Interview |
| Knowledge and understanding of the National Curriculum requirements for ICT | X | | Application form/Interview |
| Knowledge and understanding of BTEC specifications for Business or ICT or both | X | | Application form/Interview |
| Experience of teaching BTEC Business and/or ICT at Key Stage 5 | | X | Application form/Interview |
| Experience of teaching Computer Science at KS4 and/or 5 | | X | Application form/Interview |
| Proven track record of strong and effective behaviour management strategies | X | | Application form/Interview |
| Excellent ICT skills | X | | Interview |
| Interpersonal Skills | Essential | Desirable | Method of Assessment |
| Ability to communicate effectively and relate well to all stakeholders | X | | Application form/Reference/Interview |
| Willingness to contribute to extra-curricular activities | X | | Application form/Interview |
| Ability to work as part of a team | X | | Application form/Interview |
| Personal Qualities / Skills | Essential | Desirable | Method of Assessment |
| Creativity, energy and enthusiasm | X | | Interview |
| Evidence of working effectively under pressure | X | | Interview |
| Good sense of humour | X | | Application form/Interview |