Folder: Teaching Post App. Ref. Head of ICT and COMPUTING (Feb. 2023)

**BALLYMENA ACADEMY**



*Ballymena Academy Cares for the Individual and Inspires*

*Learning and Achievement*

Ballymena Academy, established in 1828, is a successful and forward-looking, co-educational, non-denominational Voluntary Grammar School with an enrolment of 1200 pupils. The Board of Governors is the employing authority and the school is funded directly by the Department of Education. There are over 80 members of the teaching staff and additional appropriate support staff.

The school has earned its reputation for high standards of attainment by its pupils, with our young people achieving excellent examination results which are well in excess of N.I. Grammar School averages at GCSE and ‘A’ Level. The school was placed in the top 100 state schools in the U.K. in the 2022 Sunday Times Good Schools’ Guide. Such academic strength is built on a caring ethos, recognised pastoral strengths and a commitment to self-evaluation and continuous improvement. To that end, the school has earned a European Foundation for Quality Management ‘Mark of Excellence’, has thrice achieved Investor in People status; most recently in January 2019 when it became the second school in the province to receive the IIP Health and Well-Being Award. The school was the first school in Northern Ireland to receive the Prospects Gold Standard Award for excellence in Careers Education, Information and Guidance and subsequently has received re-accreditation at the Gold Level in January 2021. In June 2021, the school was recognised as a “Take 5” school, one of a small number in N.I., having demonstrated that the “Take 5 Steps to Well-being” message has been embedded into the school culture. The focus is to realise the Mission Statement: ‘Ballymena Academy Cares for the Individual and Inspires Learning and Achievement’.

In an Inspection of the school in 2018, School Inspectors commented positively on aspects of the school such as:-

* the encouragement and assistance given by staff to support learning
* pupils’ motivation, maturity and engagement
* the high standards attained by pupils at GCSE and GCE
* the staying-on rates from Year 12 to Year 13, and from Year 13 to Year 14, as well as the progression to

further and higher education

* the provision of a broad and balanced curriculum at all Key Stages
* the extensive co-curricular programme

The caring ethos is evident in the support provided by a dedicated staff, and the insistence that respect for the individual and care for the well-being of each pupil are at the heart of this school community. ‘Learning’ is broadly interpreted to include the various subjects and co-curricular activities, developing skills relevant to adult and working life and enabling young people to acquire knowledge and understanding to make decisions about educational and employment pathways.

The school continues to be committed to the principle of academic selection and, with the exception of 2021, has included the outcomes of AQE Standardised Entrance Assessment in its admissions process. From 2023 the school, in common with all selective schools in N.I., will use the assessment provided by the Schools’ Entrance Assessment Group (SEAG)As with all other post-primary schools, Ballymena Academy is living through a period of significant financial austerity, seeking to uphold high standards whilst planning for a future that will be characterised by further change. The determination is that the quality of the educational service provided will not be impaired.

All indications are that Ballymena Academy is viable: a ‘sustainable school’, financially and educationally, with its place clearly indicated in the Area Plan. The school has recently been named on the list of schools to benefit from a Major Works Programme which will result in a significant upgrade of our facilities. The buildings are effectively maintained, however, and will continue to provide serviceable accommodation in the interim; additionally, the school has undergone a capital development project which has upgraded two pitches and tennis courts to floodlit, multi-use, synthetic surfaces, together with the construction of a new fitness suite and outdoor gym. There has also been a number of successful school-based initiatives, relating to curriculum and staff development. As a consequence, the school is exceptionally well-positioned to deliver the Northern Ireland Curriculum, meet the needs of the Entitlement Framework and maintain Ballymena Academy’s commitment to continuous improvement.

Ballymena Academy is one of nine post-primary schools, in Ballymena Learning Together, the local area learning community, working together to promote respect and understanding and to increase curricular access for all.

Detailed information about the school can be found on the school website [www.ballymenaacademy.org.uk](http://www.ballymenaacademy.org.uk) including a comprehensive review of school activities in the school magazine “The Braid” and the Board of Governors’ Annual Report to Parents.

A copy of the application form may be downloaded from the website but must be submitted as hard copy, signed by the applicant, by the closing date and time: **12.00 noon, Friday, 17th February, 2023.**

**CURRICULUM PROVISION :**

**ICT AND COMPUTING DEPARTMENT**

The Department currently comprises the Head of Department and a full-time teacher, along with a number of teachers from other departments offering a range of courses. The Head of ICT and Computing is responsible for all aspects of curriculum provision at K.S.3, GCSE and post-16. Currently at Key Stage 3, all pupils study ICT in Years 8 – 10, while at Key Stage 4, pupils study CCEA GCSE Digital Technology. At ‘A’ level we currently offer CCEA GCSE Digital Technology

ICT provision in Ballymena Academy is well resourced – there are seven rooms in the Computer Suite with 170 networked PCs, all linked to the C2k network. Plans are in hand to extend this provision with the refurbishment of an existing room to another ICT suite.

A full-time ICT technician supports the work of the Department which plays an important role in the academic and wider life and work of the school.

**HEAD OF ICT AND COMPUTING**

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| --- | --- |
| **Job Title:** | **Head of ICT and Computing** |
| **Reporting to:** | The Vice-Principal (Curriculum) and the Principal. |
| **Status:** | Permanent [Schedule 2 of the Teachers’ (Terms and Conditions of Service) Regulations (NI) 1987 apply.) |
| **Salary:** | This post carries two Teaching Allowances. |
| **Terms and**  **Conditions:** | Appointment is made subject to the understanding that the post-holder continues to fulfil the role, discharge the responsibilities and carry out the key tasks to an acceptable standard. |
| **Role:** | * Upholding the caring ethos and academic standards of Ballymena Academy. * Sustaining and enhancing high-quality provision and learning in ICT and Computing as classroom teacher, subject leader and active provider of co-curricular activities. * Leading and managing the delivery of all aspects of the curricular delivery of ICT and Computing. |

**Responsibilities:**

In addition to responsibilities as detailed in the 1987 Regulations and the duties incumbent on all teachers, the Head of ICT and Computing will focus on development in five key areas

* Strategic development and direction of ICT and Computing
* learning, teaching and assessment
* leading and managing staff
* efficient and effective deployment of resources
* co-ordination with the Co-ordinator with responsibility for ICT development

**Post Description – Key Tasks:**

The following list is not definitive nor should it be allowed to restrict the post holder’s initiative or to inhibit a proactive approach. All responsibilities and key tasks are subject to review and amendment. The content of this Job Description may also be altered in light of the changing needs of the school and young people. It is important that the post holder shows flexibility and a willingness to adapt and to carry out such other reasonable related tasks as the Principal may from time-to-time require.

1. **Strategic direction and development of the ICT and Computing Department**

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| --- | --- | --- |
|  | 1.1 | implement school policies and procedures |
|  | 1.2 | keep abreast of learning and teaching developments in ICT and Computing; anticipate likely developments and plan for change |
|  | 1.3 | co-ordinate and develop a programme of activities linked to the wider work of the school and the subject during and beyond the school day |
|  | 1.4 | monitor all aspects of ICT and Computing throughout the school and the contribution of teachers within the team |
|  | 1.5 | attend meetings and actively participate in the work of the Head of Department/Head of Subject Committee; this includes contributing to and implementing whole school initiatives |
|  | 1.6 | inform Governors and the Senior Leadership Team of the work undertaken within ICT and Computing and of planned developments. |

1. **Learning, Teaching and Assessment**

2.1 as an enthusiastic, well-organised and highly competent practitioner, to teach ICT and Computing to ‘A’ Level and carry out associated duties

2.2 set and uphold high standards for pupils’ work, attainment and behaviour; work with colleagues to improve standards and address the learning needs of all pupils

2.3 produce agreed schemes of work and other materials for each year group at all Key Stages and keep these learning programmes under review to ensure that all statutory Curricular requirements are met

2.4 provide an assessment structure which enables fair and accurate reporting on pupil progress and which satisfies, as appropriate, the requirements of external examinations, including Controlled Assessment and other Teacher Assessed components

2.5 carry out administrative tasks

2.6 set targets: monitor and evaluate standards of learning and achievement, take steps to secure or consolidate improvement in standards, including results in public examinations

2.7 ensure there is clarity about assessing, recording and reporting progress; that such arrangements are in keeping with school requirements and are applied consistently.

2.8 liaise with individuals, external agencies and bodies and assist student teacher placements whenever possible

2.9 contribute on a regular basis to school functions and events as required

2.10 be available for consultation and advice should there be parental concern about a pupil’s progress or about the teaching and assessment of ICT and Computing in general

2.11 integrate new technologies, including Google Classroom, to support learning and teaching

2.12 make an active and agreed contribution to the school’s Co-curricular programme

1. **Leading and Managing Staff**

3.1 provide leadership for learning by:

* working with colleagues to sustain an ethos of teamwork and mutual support in monitoring standards and securing improvements
* developing a learning culture; enabling staff to learn from each other – including reciprocal classroom observation – and about best practice in other schools; providing effective teaching and learning materials
* being a good professional role model, particularly for key features such as thorough preparation, attendance and punctuality to class, effective curriculum delivery and classroom management, pastoral concern for pupils and colleagues, marking and return of pupils’ work, recording and reporting progress
* keeping the focus of regular departmental meetings on classroom practice
* liaising with Teacher Tutor and others about ITT placements; working with Beginning and EPD Teachers
* ensuring that classes of absent colleagues are provided with relevant work

3.2 convene and lead meetings to develop co-operation in which tasks can be shared as a team

3.3 monitor the work of teachers in the department, including reciprocal ‘classroom’ observation for subject specialists

3.4 carry out tasks associated with the school’s referral procedures

3.5 organise, attend and contribute to relevant meetings and interviews with parents and others – including, on occasion, those outside school hours

3.6 facilitate professional development and in-service activities for departmental colleagues - including any Performance Review or other approved programme

3.7 undertake such other reasonable tasks as the Principal may, from time-to-time require, in the interests of the safe and efficient functioning of the school.

**4. Efficient and Effective deployment of Resources**

4.1 keep an up-to-date inventory of all stock and equipment available to ICT and Computing

4.2 oversee use of rooms and resources; exercise careful stewardship of the premises and property of Ballymena Academy

4.3 ensure that resources are kept safely and are accessible to all who need to use them

4.4 manage the annual budget and any other available funds to meet agreed priorities

4.5 discharge all obligations with regard to Health and Safety, including those pertaining to co-curricular activity during and outside school hours, on and off site

4.6 liaise with technical staff, including the ICT technician, to ensure effective maintenance and use of resources

**5. Co-ordination with the Co-ordinator with responsibility for ICT Development**

5.1 work closely with the Co-ordinator with responsibility for ICT development to ensure

coherent and co-ordinated provision for ICT

5.2 make an active contribution to development, implementation and review of strategic and

short-term plans for ICT in the school

**PERSON SPECIFICATION**

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| --- | --- |
| **ESSENTIAL REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications**  **By date of appointment:**   * Be a qualified teacher, as recognised by the Department of Education   (N.I.)   * Have an Honours Degree (2:2 or above) in a suitable subject. * Have a suitable qualification to teach ICT and Computing | **Application Form** |
| **Experience**  **By date of appointment:**   * Have experience (minimum of 5 years) of teaching ICT and/or Computing in a Post-Primary School at GCSE Level. * Have experience (minimum of 3 years) of teaching ICT and/or Computing at ‘A’ Level or equivalent. | **Application Form** |
| **Skills and abilities**   * Be a well-qualified, appropriately experienced and enthusiastic teacher, able to frame and articulate a vision for ICT and Computing in a changing educational world. * Be able to provide evidence of strong and effective leadership skills * Have practical skills in integrating ICT into teaching and coaching and using it as an administrative and communication tool. * Show evidence of high quality organisational communication and interpersonal skills and have earned respect through commitment, proficiency and support for others. * Be self-motivated and transmit enthusiasm for the subject to young people who respond positively and seek to improve their own standards. * Combine personal qualities and professional attributes in providing effective leadership for colleagues to bring about continuous improvement. * Ability to deal with change and challenge. * Have evidence of ongoing commitment to co-curricular activities and identify the area in which they will sustain that commitment in Ballymena Academy. | **Application Form, and Interview** |
| **DESIRABLE REQUIREMENTS** | **EVIDENCED BY** |
| **Qualifications/Experience**   * Have qualifications, training and/or proven relevant experience to assist the school’s co-curricular programme in Sport, Music or Drama. * Have experience of leadership and management of pupils and/or staff in a school setting. * Have experience of leadership and management in a promoted post. |  |

Essential and/or desirable criteria may be further enhanced for shortlisting purposes. Applicants should ensure the application form is completed carefully and accurately.

All appointments to Ballymena Academy are subject to the provisions of the Protection of Children and Vulnerable Adults (NI) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (NI) 1979. Applicants must disclose any convictions, spent or unspent or any charges outstanding. A security check is carried out. This appointment procedure is in keeping with Department of Education regulations on Child Protection.

The appointment process will take place on **Wednesday, 8th March, 2023.**

The Job Description may be subject to amendment or modification from time to time, following consultations with the holder of the post, to meet the changing needs of the school.

**Additional information for Applicants**

Ballymena Academy prioritises learning and the interests of all pupils. The teacher’s role is central to all aspects of this school and teaching appointments are of key importance to Ballymena Academy’s continued success.

The time and effort required to conduct the appointments procedure fairly and effectively is an investment which this school makes willingly.

Shortlisted applicants are normally invited to visit the school, to meet the relevant Head of Department and Principal, to tour the school and to ask for clarification on matters pertaining to the post for which application has been made. Further details will be provided to shortlisted applicants in due course. Governors appreciate that applicants travelling from a distance or those with other commitments might not be able to take up such an invitation. The school website [www.ballymenaacademy.org.uk](http://www.ballymenaacademy.org.uk) is a very useful source of up-to-date information and gives a flavour of this school’s life and work.

Further details of the appointment procedure will be provided in due course. However, applicants will be expected to:-

* make a presentation to the interview panel
* take part in a conventional interview

Shortlisted applicants will receive all relevant details.

**Appointment Schedule**

**Post advertised : Friday, 3rd February, 2023.**

**Applications close : 12.00 Noon – Friday, 17th February, 2023.**

**Shortlisting process : Wednesday, 22nd February, 2023.**

**Shortlisted applicants**

**informed per Telephone/ : Thursday, 23rd February, 2023**

**E-mail/Letter**

**Appointment procedure : Wednesday, 8th March, 2023**

**Ratification by**

**Board of Governors : Monday, 27th March, 2023.**

**RETURNING YOUR APPLICATION FORM**

Completed Application Forms must be returned by the specified closing time and date using one of the following methods:

* + post
  + hand delivery
  + e-mail

**Completed Application Forms must be received by 12.00 noon on the closing date. Late, or faxed, Application Forms will not be accepted.**

If posting or e-mailing an Application Form, it is the responsibility of the applicant to ensure that the application is received by the closing time/date.

Please ensure that when e-mailing the Application Form that the subject line is completed with the Job Title as indicated on the Application Form.

For posted applications, please ensure that the correct postage for the weight and size (including thickness) of the envelope is adhered to in order to ensure that the application is received by the closing time/date.

Address (Postal/hand delivery):

The Principal,

Ballymena Academy,

89 Galgorm Road,

Ballymena,

CO. ANTRIM.

BT42 1AJ

E-Mail address: [mbrown783@c2kni.net](mailto:mbrown783@c2kni.net)