



## Teacher of IT & Business

**Permanent  
Full Time**

**Closing date: 13 February 2019 (Midday)  
Interviews: w/c 25 February 2019**



Dear Candidate

I am delighted that you have requested further information regarding the position of **Teacher of IT and Business** at The Spires College. This is a full time, permanent appointment. As Principal, recruiting new colleagues is really exciting. I am committed to providing an excellent education for every child in our learning community and every new member of staff adds something more to strengthen our team.

The Spires College has a very positive, friendly atmosphere. The staff care passionately about the well-being of the children and our students are vibrant, enthusiastic and affable. The concept of community is something that I believe is essential for a successful school and we all strive to ensure that every member of our community feels valued, but also contributes positively to College life. Our primary focus is, and will always be, developing superb teaching and learning across all areas of the College. Pedagogy underpins all we do and all staff at The Spires College are committed to their own learning as well as their teaching. At our most recent inspection, the college was graded 'good' in all areas, which is a fitting acknowledgement of everyone's hard work. The report offers a good balance between celebrating our students' successes and academic progress, with praising the College's ethos of care and inclusivity: "A good and rapidly improving school with a culture of respect and aspiration".

The IT, Computing and Business Department is a strong team with a wide range of skill sets. The successful applicant to this post will bring an additional range of strengths and support the excellent work that has started in growing these subjects, both within the curriculum and beyond. She or he will be ambitious to play a role in enhancing the quality of teaching and learning in Business Studies, ensuring that all of our students receive the excellent education that they deserve. This may be as a NQT, bringing a wealth of innovation and energy, or as an experienced teacher, bringing a highly developed understanding of pedagogy and practice.

Working at The Spires College is tremendously rewarding and this role is a fantastic opportunity to make a real difference to young people's lives as well as offering abundant prospects for professional development. As a College we are firmly committed to continuous professional development for all and we invest heavily in developing our staff at all levels.

You are very welcome to visit The Spires College to help you decide if this is the role for you; I'd be delighted to meet you. Please contact my PA for an appointment.

I look forward to hearing from you.

With best wishes

A handwritten signature in black ink, appearing to read 'A. Newton', written in a cursive style.

**Alex Newton**  
**Principal**





## The College

The Spires College is a co-educational, 11-18 college with a bilateral stream. It is situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently around 1000 students on roll. We are a friendly, caring college which puts the needs of our children at the heart of all we do. Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.

Torbay is an area with a Selective Grammar School system: parents can choose for their child to take the '11+' test if they wish for them to apply for a place at one of the selective schools in the area. The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each year into a selective stream (out of a 220 PAN). Students who have reached a designated pass mark in the '11+' test can apply to our selective stream to access a challenging academic curriculum.

We have a modern, purpose-built building offering fantastic facilities for both students and staff alike. All full time teachers have their own classroom. We are committed to the professional learning of our teachers to ensure classroom practice is as good as it can possibly be. Every teacher follows a personalised CPD programme based on individual needs and interests and every teacher is involved in research and professional reading.

## The Department

ICT, Computer Science and Business Studies all sit within this Department. There are currently four teachers in the team.

At The Spires College, we believe that ICT and Business related subjects play an important and stimulating role in preparing our students for life after college as effective citizens in a modern society. We are committed to providing consistently high quality teaching and learning and reflect continuously on our practice in order to achieve this. We draw heavily on current affairs to bring the subject to life, enabling our students to apply what they learn in the classroom to the real world in which they live. The new curricula at KS4 and KS5 provide opportunities to embrace new approaches to classroom delivery and we welcome creative and dynamic practitioners who seek to inspire our students to develop a passion for the subject.

Our vision is to equip our students to be inquisitive about the world around them, leaving the college with high level employability skills and confidence in their own abilities. Through our curriculum, students learn to work collaboratively as a team member, lead a group of peers, articulate ideas and opinions and comprehend their role in a business environment.

## Curriculum

In **Key Stage 3** students In Key Stage 3 students study IT but the curriculum is written to give a foundation in aspects of information technology, computing and business.

In **Key Stage 4** have the opportunity to study GCSE Business, GCSE Computing and BTEC Tech Award in Digital Information Technology.

In **Key Stage 5**, we currently offer the BTEC National Certificate and Extended Certificate in both Business and ICT.

## Enrichment

The department is keen to develop enrichment further, building on existing links with employers and institutions of further and higher education. In particular, we are looking to develop Enterprise projects in an extra-curricular capacity, in addition to contributing to enrichments in STEM projects. We are proud of our students' success in recent essay-writing competitions run by the Business School at Plymouth University.



## Job Description Teacher of IT & Business

<b>Dates:</b>	To start 1 September 2019
<b>Accountable to:</b>	Head of IT
<b>Salary:</b>	MPS/UPS
<b>Contract Type:</b>	Full time Permanent

### Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development. It is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

Terms and conditions for staff employed on teaching contracts are detailed in the current College Teachers' Pay and Conditions document.

### Overall Purpose and Accountability

To meet the requirements of the Teachers' Pay and Conditions document and to support students in attaining at the highest levels.

- ▲ To support and uphold the ethos, principles, policies and rules of the college in all respects and at all times.
- ▲ To provide high quality learning experiences that support students in achieving at the highest level possible and in developing their own capacity as independent and reflective learners.
- ▲ To support the Head of Department to develop an inclusive approach to the subject so that all students are stimulated to accomplish their optimum performance.
- ▲ To assist the Head of Department to maintain standards of teaching and learning across the IT, Computing and Business curricula.
- ▲ To teach across all key stages.

## Key Accountabilities

### Teaching and Learning

- ▲ Meticulously plan and teach engaging and challenging lessons.
- ▲ Meet the needs of all learners by consistently planning and teaching carefully differentiated lessons.
- ▲ Set and mark appropriate homework.
- ▲ Use regular, measurable and significant assessments of teaching.
- ▲ Complete all reporting on time.
- ▲ Closely monitor progress and attainment of their students and use it to inform planning and teaching.
- ▲ Provide content for and where necessary deliver high quality student interventions.
- ▲ Ensure that all students achieve college targets.
- ▲ Work alongside the Head of Department on self-evaluation, department improvement planning and Quality Assurance processes.
- ▲ Support the Head of Department in the implementation of high quality Schemes of Learning.
- ▲ Maintain regular and productive communication with parents about students' progress.
- ▲ Organise and participate in exciting and motivating trips and events.

### School Culture

- ▲ Help create a strong college community, characterised by consistent, orderly, caring and respectful relationships.
- ▲ Help develop a college culture and ethos that is utterly committed to achievement.
- ▲ To become an effective Form Tutor (teachers will usually be required to perform the role of form tutor).
- ▲ Create and sustain a positive learning culture.

### Health and safety

You will:

- ▲ Adhere to school health and safety policies/procedures and current statutory health and safety requirements.
- ▲ Attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ Ensure the college is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

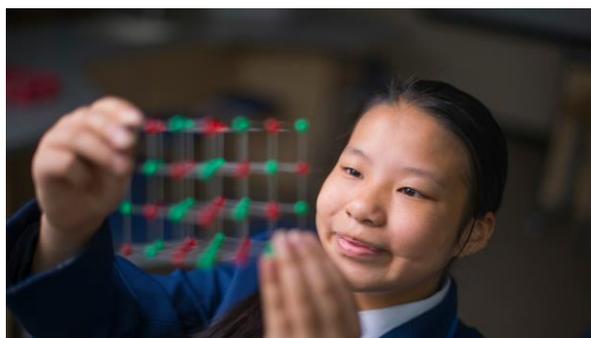
## Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Beliefs	You hold a belief that the students of The Spires College must have access to the best educational experience possible.
	You are committed to raising standards in the school and believe in the potential of all young people to achieve highly.
	You are passionate about your subject and want to share this enthusiasm with others.
Qualifications	A good honours degree in a related subject.
	A teaching qualification.
	QTS.
	Qualification in an additional or related subject area.
	An up to date knowledge of the emerging issues in education and record of appropriate CPD.
Skills and Attributes	You are a good practitioner in the classroom and keen to continue learning.
	You are capable of planning and delivering innovative lessons and Schemes of Learning.
	You have the ability to inspire high levels of student performance.
	You can work under pressure and prioritise according to need.
	You have good communication skills.
	You can use data effectively.
	You have good behaviour management skills.
	You have the ability to think creatively to solve problems, pioneering new approaches as well as understanding which prior methods have been effective.
	You have a sense of humour and good interpersonal skills.
	You have high levels of energy and enthusiasm.
	You are ambitious and keen to prove yourself.
	You are a committed, highly competent, reflective and resilient individual.
Experience	You have experience of teaching through Key Stages 3 to 5.
	You have experience of using data to inform actions.
	You have experience of the role and responsibilities of a form tutor.



## How to apply



Please complete an application form, which includes space for a supporting statement (please use font size 11 or 12 and double spacing for this). Your supporting statement should include your vision for this role and how your experience and skills will equip you to realise this.

The application form can be downloaded from our website and should be returned to Nadine Osborne, the Principal's PA, **by midday on 13 February 2019**, preferably by email to: [nosborne@thespirescollege.com](mailto:nosborne@thespirescollege.com).

If you do not receive an acknowledgement of your application by the deadline, please contact the college.

**Interviews will be held during the week commencing 25 February 2019.**

If you would like to arrange a visit or have an informal, confidential discussion, please contact the Principal's PA via the email above or telephone number below.

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