



The Beacon

Leading Independent Prep School for boys aged 4-13
Amersham, Buckinghamshire

Head of Computing and Innovation

For January 2022 or April 2022



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The School is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Beacon is an equal opportunities employer.

Registered in England No. 01067862. Registered Charity No. 309911.



From Will Phelps Headmaster



Dear Applicant

Thank you for your interest in the position of Head of Computing and Innovation at The Beacon.

The Beacon is a large independent prep school, only 35 minutes by train/Met Line from London. We have superb facilities and resources to support a forward-looking educational environment and are a school with very dedicated and positive staff. We are now seeking an inspiring teacher to lead, teach and mastermind IT at all levels across the School.

The Beacon has led and developed the Prep School Baccalaureate ('PSB'), which offers freedom and flexibility to our Heads of Department to develop the curriculum to best inspire young minds, develop independent learning and growth mindsets.

Candidates should have an infectious passion for IT and innovative mind. You will be someone who is fascinated by advancements in technology both within and outside the educational arena. You should possess exceptional knowledge for the subject coupled with proven ability to lead a key and exciting area of our school with clarity and vision.

The latest in IT is in every classroom and we are also planning a new digital technology space called CODE (Centre of Digital Excellence). This will be equipped to the highest specifications and with, amongst many things, our first set of VR headsets for the boys.

This role is less about in-depth technical skills as The Beacon has its own in-house IT tech support and development team; first and foremost, we are looking for a passionate teacher. The successful candidate may also be required at times to teach an additional subject. In this role, you may also be required to be a form tutor and, as with all our teaching staff, will be expected to contribute to the school's extra-curricular programme.

To give you a flavour of life at The Beacon please take a look around our website www.beaconschool.co.uk. You will find our Safeguarding and Child Protection Policy on the Vacancies page and other useful policies on the website too.

The Beacon is a remarkable school and we seek remarkable people. I look forward to hearing from you.



Professional Standards

The Following is our 'Circle of Success'. It is this which makes The Beacon a special place to be educated and work at. All our staff live and breathe by the professional principles below. If these resonate with you, you would definitely enjoy working at our School.





Job Description

The main areas of responsibility are:

Leadership

- To transform the school's teaching and learning through the innovative and skilful use of digital resources and technology
- To lead all T&L IT related projects in close collaboration with our in-house IT infrastructure and service team
- To be involved in further development and implementation of iSAMS and other technology platforms and school systems

As a Teacher

- To teach primarily Computing across all year groups up to and including Year 8 with skill, enthusiasm and dedication.
- To encourage and stimulate the boys to achieve excellence in all their endeavours and to expect the highest standards
- To prepare lessons in line with the agreed curriculum and schemes of work in the subject
- To mark and assess boys' work and progress in line with the school and departmental policies and to record assessments in a clear and informative manner, using our digital systems
- To report progress to parents at parents' meetings and in written reports
- To ensure that the boys' work is presented and maintained in an organised, appropriate and accessible format
- To work closely in a team with other teachers and assistants and the Head of Section and all members of the School Leadership Team
- To liaise with the staff in the Learning Support Centre to ensure that the needs of all boys with SEN are met
- To ensure that IEPs are managed and maintained effectively
- To maintain records and notes on academic issues on the electronic profiling system

Pastoral

- To look after the well-being and pastoral needs of the boys in the class
- To reinforce the Values of The Beacon
- To monitor closely the behaviour of the boys in the class and deal with any inappropriate behaviour, in consultation with the Senior Master if necessary
- To encourage and reward the boys for good behaviour, using a variety of different and appropriate methods
- To communicate effectively and regularly with parents and other staff
- To liaise with the Senior Master/Pastoral Team where necessary



- To liaise with the School Counsellor, where necessary
- To maintain records and notes on pastoral issues on the electronic profiling system

As Head of Department

- To be responsible for the curriculum and standards of the teaching in Computing throughout the school working closely with Section Heads and other staff
- To establish clear guidelines for how the department should be run, especially with regard to school policies on planning, marking and assessment;
- To develop and maintain the PSB (Prep School Baccalaureate) with regard to Computing in Y7 and Y8;
- Continuously to revise and update the Departmental Handbook and Schemes of Work;
- To organise regular departmental meetings in order to review the work, progress and plan for the forthcoming term;
- To monitor and support the teaching of the other members of the department through individual discussion, assessment and lesson observations to ensure that 'excellent Computing' is being taught throughout the school;
- As required, to manage the professional development and arrangements for staff training (including Inductions, Probations and Professional Development Reviews)
- To be responsible for the allocated departmental budget and to use it to resource the subject effectively and efficiently throughout the school;
- To meet regularly with other Heads of Department to strengthen cross-curricular links and share skills, ideas and experiences in teaching and learning;
- To promote interest in and enjoyment of the subject through extra-curricular activities and inter- and intra-school events;
- To liaise closely with the Head of Learning Support;
- To keep abreast of developments in the subject, attend relevant training and all INSETs.
- To prepare Computing Departmental Review papers for presentation to SMT and Governors' Education Sub-Committee
- To attend and take an active role in Academic Team leadership meetings

Additional Duties

- To perform break time and lunchtime duties on a rota basis
- To supervise boys during assemblies
- To assist with the organisation and running of trips and events when necessary
- To be a form tutor

In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn.



Applicants should be:

- Passionate about excellence and innovation in IT and capable of inspiring others through their expertise and enthusiasm for the subject;
- Able to bring creative vision and innovation to the School;
- Of the view that technology is not a means to an end nor an end in itself;
- Able to keep abreast of changes and keep innovating (able to spot and filter out the fads and focus on the game-changers).

The successful candidate will have/be:

- exceptional IT ability (essential)
- a curious and innovative mind (essential)
- possess strong teaching and leadership skills (essential)
- QTS (desirable)
- the ability to teach an additional subject (desirable)
- a confident presenter (essential)
- inspiring and positive (essential)
- pro-active and ideas orientated (essential)



The Process

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

Please complete the School's Application Form (please note CVs are not accepted) and send with a covering letter:

- by e-mail to: recruitment@beaconschool.co.uk
- or by post to: Mr Will Phelps, Headmaster, The Beacon School, Amersham Road, Chesham Bois, Amersham, Bucks HP6 5PF

The closing date for receipt of applications is **Monday 13th September 2021 at 09:00** and interviews are likely to be held on Thursday 16th September and Monday 20th September.

(Please note that whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification).

