



Candidate Information Pack

Details of the Post

Job Title:	Head of Computing
Start date:	1 September 2025
Status of post:	Permanent
Closing date for application:	23 January 2025
Interview Date:	29 January 2025

WELCOME – Headteacher

Dear Prospective Candidate,

Thank you for your interest in our post. I hope that after finding out more about Wood Green School, you will want to apply to be part of our dedicated staff team.

Wood Green School is an oversubscribed 11-18 comprehensive in Witney, close to the Cotswolds with excellent links to Oxford and London. We are an extremely supportive school, with staff wellbeing a priority. Our school stands out for its commitment to academic excellence and personal development. Our curriculum approach and teaching principles values subject specialism, giving strong department teams the freedom to share their love of their subject and to light fires. The extensive range of extracurricular activities encourages students to explore their wider talents and build leadership skills. Our dedicated, caring staff are passionate about nurturing each student's academic and personal potential.

This is a very exciting time for Wood Green. We have created our Wood Green Baccalaureate, that encourages and celebrates everything that a school should develop in young people: engagement in all subjects, learning skills such as research and communication, and personal skills such as thoughtfulness for others. We believe strongly in a culture of mutual respect and strong relationships, demonstrated in our Behaviour Policy built on restorative principles and our Diversity, Equality and Inclusion Policy. Everything is underpinned by our LEARNWell values. Our strong reputation and results improving year-on-year have led to a rapid rise in student applications. This holistic approach ensures that we live out our mission *to develop exceptional, well-qualified and well-rounded young people who make a positive contribution to our school, our community and the world.*

I believe that investing in staff is crucial to achieving our mission. At Wood Green, we provide a comprehensive programme of staff development, sharing best practice in-school and giving staff the opportunity to work with other schools through our local and national partnerships. All teaching staff work with peer coaches in school and have opportunities for professional development through Trust Peer Reviews, Oxford University Department of Education and National Professional Qualifications. Wood Green School is part of the Acer Multi-Academy Trust, consisting of nine schools: Wood Green School, Chalgrove Primary School, Stadhampton Primary School, Botley Primary School, Icknield Community College, Watlington Primary School, Glory Farm Primary School, Cooper School and Matthew Arnold School. All nine schools have strong track records of high performance or rapid improvement and share similar values. This partnership adds real benefit to Wood Green School, especially opportunities for staff development. The key values of the Acer Trust are Trust, Big-Heartedness and Ambition.

If this feels like a school where you can flourish, I look forward to hearing from you.

Yours sincerely



Rob Shadbolt, Headteacher

Mission, Values and Vision

Mission Statement

“Our mission is to develop exceptional, well-qualified and well-rounded young people who make a positive contribution to our school, our community and the world.”

Our Values

LEARNING EFFORT ASPIRATION RESPECT NURTURE WELLBEING

Our **LEARNWell** values reflect our commitment to developing the whole person and underpin everything we do:

- **Learning** – Wood Green students show curiosity, are creative thinkers, communicate powerfully, respond well to feedback, and find ways to learn that work for them
- **Effort** – Wood Green students are proud to try hard and to be successful, are not scared to fail, work well with others and by themselves
- **Aspiration** – Wood Green students achieve highly, believe they can improve, and leave prepared for their next exciting adventure
- **Respect** - Wood Green students respect all others, take responsibility for their own actions, develop good relationships with all students and staff, and take care of their environment
- **Nurture** - Wood Green students are kind to others and contribute to their community
- **Wellbeing** - Wood Green students manage themselves well emotionally, and know how to keep themselves healthy and safe

Department Information

Computing is an area we are keen to develop further over the next few years as we have a lot of motivated and able students who are keen to study the subject at GCSE and A level. The department is currently overseen by our very experienced Head of Mathematics, who leads the whole school digital strategy, and ensures standards remain high in KS3 lessons and that the current curriculum is well delivered. We are open to different models of staffing to secure the best candidate and to sustain and grow Computing. If you already have teaching experience and wish to play a lead role in developing Computing, we would be keen to recruit a Head of Computing with a TLR, who will play a full role in our Head of Department group and be managed by one of our experienced senior leaders, who will help you to grow as a Head of Department. It may however be that continuing to work under the leadership of the whole school digital strategy lead and use the support of large and experienced Mathematics department would best suit the successful applicant. Either way, the successful candidate will be able to help shape the future direction of the curriculum and will receive the support to grow their career and have their subject specialism valued.

Ethos

The Department is committed to developing resilient learners who are confident programmers and secure in their technical knowledge. We encourage teamwork in the form of project-based assessments and provide feedback in order to develop and improve student's self-confidence and skills. We directly challenge students to examine their own work, learn from their mistakes and understand that these are all steps necessary in the pursuit of success.

The department works with high expectations to develop the confidence and individuality of students and enable them to develop their personal skills in a happy, supportive and motivated environment.

It is the Department's aim that every student is prepared for the digital world and is able to manage technology as expected by the world of work when they leave the school.

Curriculum

The Curriculum taught is varied and is based on a combination of skill-based learning, repetition, and Computer Science theory. It focuses on aspects of programming skills, Microsoft Office skills and uses the Software development Life Cycle for its project settings. Students are encouraged to explore beyond what is taught and to be aware of technological changes in today's world. Programming is taught using Scratch, Python and the control system software, Flowol. In addition, Microsoft Office skills are taught with the emphasis of coursework delivery in all subjects. The Department offers Computer Science at GCSE and A Level (from September 2023). We encourage leadership skills in Computing and our older students often help out in programming lessons at KS3.

Key Stage 3

At Key Stage 3 all students in years 7 and 8 are taught in mixed ability groups which follow the National Program of Study for Computing.

In Year 7 students are introduced to control systems with the view to teaching algorithms and automation. BBC Micro bits are utilised as part of the curriculum to expand the students' experience in programming. Students are also taught in depth the principles of cybersecurity with an emphasis of their own e-Safety.

In Year 8 students are introduced to more programming skills using the Python programming language. The emphasis in Year 8 is on the software development life cycle where students employ the techniques actively in their project-based topics and the documentation that they produce in the course of their projects

Throughout the year all students are encouraged to use Office products in their documentation and project with a view to improve their office software skills in preparation for their KS4 subjects and also for the world of work. Office products covered are spreadsheets, word processing and presentations and the use of emails and other related products.

Key Stage 4

At Key Stage 4 students are offered GCSE Computer Science (AQA, 8525). We currently have one group in Year 11. The course comprises of a study of fundamentals of algorithms, programming basics and techniques, data representation, computer systems and networks, cyber security, relational databases and SQL and impacts of digital technology.

Key Stage 5

At Key Stage 5 students are offered A Level Computer Science (AQA). We currently have one group in Year 13 made up of five students. A' Level Computer Science has been a recent addition to our suite of Post 16 qualifications. The course develops students' study of Computer Science through some similar topics at GCSE but also problem solving and theory of computation, hardware and software, computer organisation and architecture.

Job Description

Job Title	Head of Computing
Review Date of Job Description	January 2025
Establishment	Wood Green School
Location	Woodstock Road, Witney, OX28 1DX
Post responsible to:	Leadership Team
Posts responsible for:	Teachers of Computing
Purpose of Post:	To provide professional leadership and management for a department and to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all.
General Duties	<p>The Head of Department, working with other relevant teachers and staff in the department, will:</p> <ul style="list-style-type: none"> • Maintain a focus on teaching and learning • Exercise appropriate professional skills and judgement • Lead, manage and develop a subject or curriculum area: <ul style="list-style-type: none"> • Identify relevant department improvement issues which are realistic and challenging • Define and agree appropriate improvement targets which are clear about action to be taken, timescales and criteria for success • Co-ordinate CPD needs and opportunities for department staff • Evaluate the impact of all improvement activities on the quality of teaching and learning • Provide the Leadership Team with relevant subject, curriculum area or student performance information indicating planned changes to the curriculum, assessment and current and expected student outcomes. • Ensure that department resources are used most effectively • Arrange and promote activities across the department to foster personal development, commitment and enthusiasm in students and contribute to students' spiritual, moral, social, cultural and mental and physical development and prepare students for the opportunities, responsibilities and experiences of adult life. • Ensure that departmental budgets are deployed effectively and achieve value for money • Ensure that there is a safe working and learning environment in which risks are properly assessed.

- **Have an impact on educational progress beyond personally assigned students in the Department**
 - Identify appropriate attainment and/or achievement targets
 - Monitor student progress and achievement against annual targets, identifying students who are underachieving and where necessary create and implement effective plans of action to support those students.
 - Monitor planning, curriculum coverage and learning outcomes for all groups of students, producing and reviewing SoW and a subject handbook.
 - Monitor standards of student behaviour and application and liaise with HoY as appropriate
 - Lead evaluation strategies to contribute to overall school self-evaluation
 - Plan and implement strategies where improvement needs are identified, in particular through Raising Achievement meetings
 - Ensure that relevant attainment / achievement targets are met
 - Establish and implement clear policies and practices for assessing, recording and reporting student achievement and progress

- **Lead, develop and enhance the teaching practice of others**
 - Maintain personal expertise and share this with other teachers
 - Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
 - Monitor and evaluate standards of teaching, identifying areas for improvement
 - Plan and implement strategies to improve teaching where needs are identified
 - Induct, support and monitor new staff
 - Performance manage identified teachers and members of staff
 - Monitor and evaluate the contribution and impact of other staff in the Department to school improvement
 - Provide intervention with staff as agreed with the senior leadership team
 - Identify staff development needs and co-ordinate these with those responsible for CPD in the school
 - Plan the deployment of staff expertise to achieve departmental improvement objectives
 - Take initial responsibility for the pastoral care, morale and welfare of all department staff
 - Establish a partnership with parents to involve them in their child's learning of the subject as well as providing information about the curriculum, attainment, progress and targets.
 - Develop effective links with the local community, including feeder primary schools, business and industry in order to extend the subject curriculum, enhance teaching and to develop students' wider understanding.

Responsibilities and Accountabilitys

The Head of Department is accountable for:

- The quality of teaching and learning in the department
- Overall student outcomes in the department in partnership with the teachers concerned

	<ul style="list-style-type: none"> Ensuring that the curriculum fully meets the needs of all students and is effectively delivered in all respects <p>Encouraging good behaviour, attendance and punctuality through implementing school policies across the department</p>
Publications:	<ul style="list-style-type: none"> The Department curriculum profile for the school web site Subject Curriculum Policy Department Improvement Plan
Health & Safety	<p>As a Manager you also need to be fully aware of the relevant activities expected of you in relation to H&S, including the need to ensure:</p> <p>All new employees, that you manage, are fully briefed at induction</p> <p>Your team are regularly reminded of key issues and responsibilities</p> <p>Your staff undertake appropriate health & safety training, including refresher training as necessary</p> <p>You carry out risk assessments and implement them, for processes, operations and activities under your control</p> <p>Health & Safety is a regular item at team meetings</p> <p>Your staff are set appropriate targets as part of performance management</p> <p>As an individual</p> <p>To have due regard for health and safety in the workplace</p> <p>To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy</p> <p>Co-operate with health and safety requirements</p> <p>Report all known defects</p> <p>Use, but do not misuse anything provided for your health, safety and welfare</p> <p>Do not undertake unsafe acts</p> <p>Inform Head of Establishment of any 'Near-Misses'</p> <p>Be familiar with the emergency action plans for fire, first aid and security issues</p> <p>Undertake specific designated duties regarding emergency evacuation</p> <p>Raise health and safety and environmental issues with students</p>
Child Protection	<p>Wood Green School is committed to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults. Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Disclosure Barring Scheme checks along with other relevant employment checks.</p>
Standards and Quality Assurance	<p>Support the aims and ethos of the school as identified in the staff handbook</p> <p>Promote and model good relationships with pupils, colleagues, parents and visitor</p> <p>Set a good example in terms of dress, punctuality and attendance</p> <p>Participate in training and take a lead in own professional development</p> <p>Participate in the School's staff appraisal process</p>
Notes	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p>

Person Specification

Criteria	Essential	Desirable	HOW IDENTIFIED AND ASSESSED AP Application I Interview R References
Education/qualification and training			
Possess QTS	X		AP
Well qualified graduate	X		AP
Possess a Computer Sciences related degree	X		AP
Knowledge/skills			
Sets high standards and expectations of students	X		AP/I/R
Can teach Computing	X		AP/I/R
Can motivate students at all levels of ability, thus ensuring that all students fully access the Computing curriculum	X		AP/I/R
Experience			
Proven track record of raising educational standards	X		AP/I/R
Experience of an 11-18 comprehensive either during teacher training or in a former post	X		
Personal characteristics/other requirements			
Is a person who works positively and collaboratively	X		AP/I/R
Is passionate, energetic, versatile and creative about their subject and teaching in general	X		AP/I/R
Is a strong team player	X		AP/I/R
Is committed to ensuring that students of all ages and abilities achieve their potential and are successful and happy	X		AP/I/R

We are not looking for the impossible! If you think that you have at least some of these attributes, we would very much like to hear from you.

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references.





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