



# ST. MARGARET'S

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## CHURCH OF ENGLAND

# ACADEMY

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## RECRUITMENT PACK

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# Head of Business & Computing

Salary Range: MPS / UPS + TLR 1A



PROUD TO BE PART OF  
**ALL SAINTS**  
Multi Academy Trust



*The distinctiveness and effectiveness of St Margaret's as a Church of England School are outstanding."*

**SIAMS 2015**



The school sets great store by its holistic approach to student achievement such that it works hard to offer rounded opportunities for youngsters to flourish.

**Section 48 Inspection 2017**



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# Letter from our CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

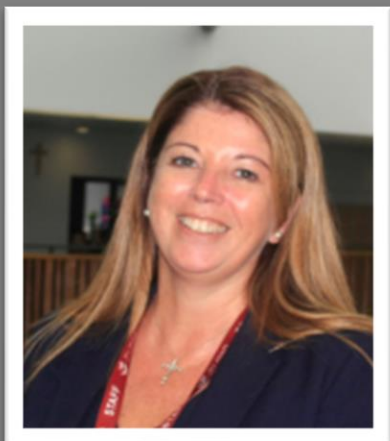
All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to Hope Academy and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential. Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully



**Heather Duggan**  
CEO







# Letter from our Executive Head

We are delighted that St. Margaret's Church of England Academy has recently joined All Saints Multi-Academy Trust.

One of the major benefits of being part of our family of schools is how we work together across, not only St. Margaret's, but the other excellent secondary and primary schools in our Multi Academy Trust. The embedded systems for collaboration provide opportunities for enhanced professional development for staff and learning across the educational phases from Early Years all the way through to Post 16.

This is an exciting opportunity to be part of a successful boys' secondary school and a mixed Sixth Form.

As Executive Headteacher, I am privileged to work with the four secondary schools across the Trust, focusing solely on school improvement. I am currently leading St. Margaret's in this period of transition.

St. Margaret's is a wonderful school with a committed staff body and lovely student community.

Yours faithfully,



**Jeniffer Sing**

**Executive Headteacher**





# Academy Information

St Margarets Church of England Academy is an ambitious and progressive 11-18 Academy in Liverpool with approximately 1000 students on roll. St Margarets has a long standing reputation in Liverpool for delivering high quality, Christian education and, as an all boys academy with a mixed sixth form, St Margarets attracts young people from across Liverpool and remains popular choice for parents and young people alike.

St Margarets Church of England Academy is committed to ensuring that every student makes the most of their potential, ensuring that every person within our community can flourish & thrive. The Academy is working hard to ensure that the highest quality of teaching, with bespoke CPD for all staff is in place, that there is the best possible student support, and the most appropriate and innovative curriculum is embedded.

The Academy is part of the All Saints Multi Academy Trust. All Saints Multi Academy Trust is a joint Church of England and Catholic Academy trust, making it incredibly unique. The trust comprises of four secondary schools and one primary school, with five primary schools set to transfer into the trust before the end of the academic year. There is a trust wide commitment to improve, accelerate and enable ambitious life goals amongst all young people in their academies. The headteachers within the trust work closely together to innovate share good practice and most importantly support each other through various networks and opportunities. The trust has a strong central team who support each academy and headteacher with key functions, which allows the headteachers to focus on school improvement and improving standards for the young people that they serve.





# Our Mission, Ethos & Values

Inspired by the knowledge and love of God we all come together to learn in a Christian community where we are valued for who we are and who we could become.

## Our Ethos:

It is intended that education at St Margaret's should be both life-lasting and life-enhancing. Our mission statement focuses on the work and the life of the school which takes place in an orderly atmosphere where self-discipline, mutual respect and the welfare of each individual is greatly valued. Importance is given to regular worship, religious education in the classroom and on the general presentation of Christianity in the school family.

The school presents the teachings of Our Lord but recognises that commitment is a matter which must be left to each individual. We regard the school as an extension of the family. We want everyone to enjoy their time with us, to be proud of their school and to uphold the principles that underpin a Christian School.

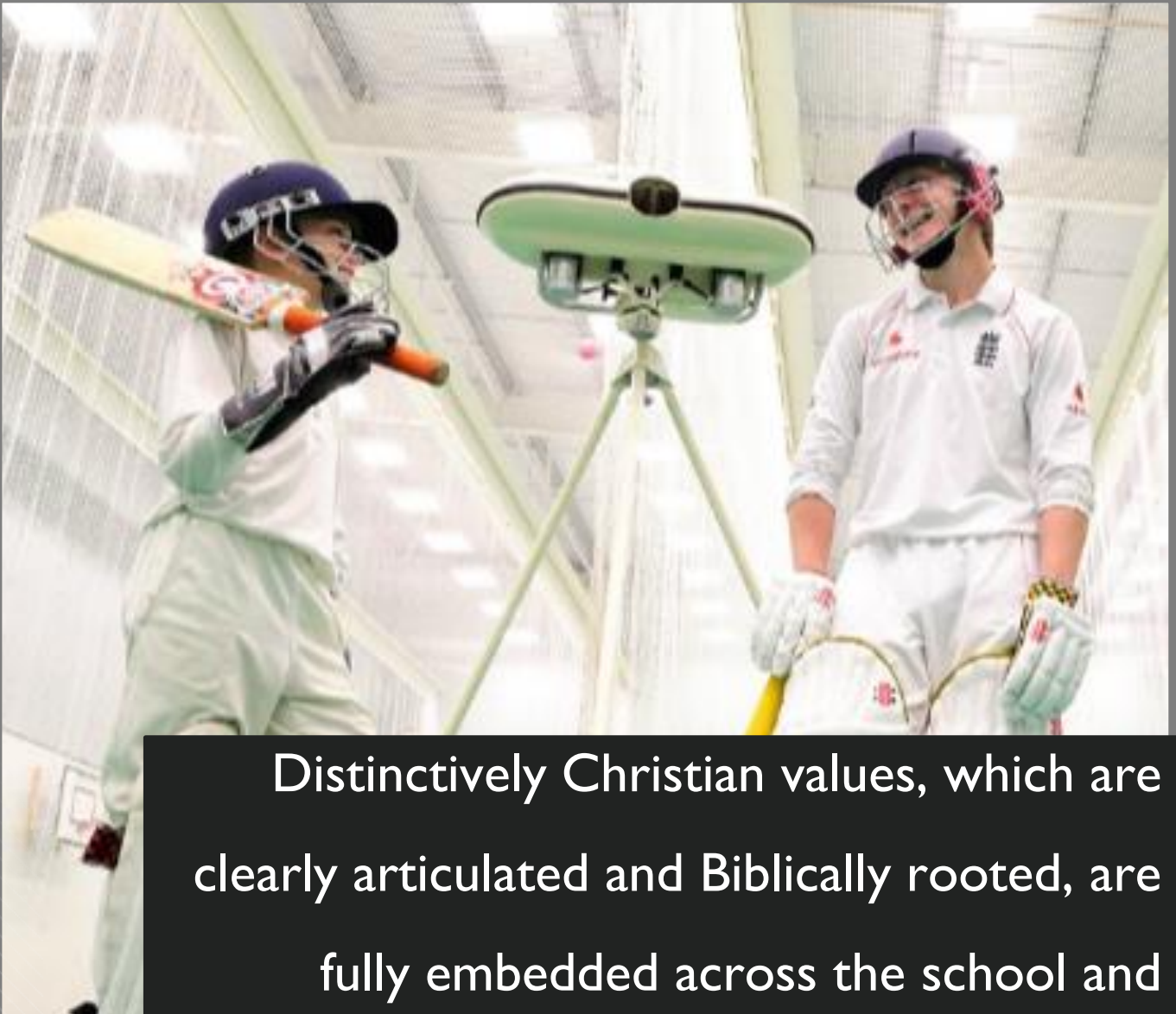
## Our Values:

As an Academy we have adopted 3 Christian values which we feel are the basis of our community.

**Compassion Resilience Respect**







Distinctively Christian values, which are clearly articulated and Biblically rooted, are fully embedded across the school and inform its life at every level.

**Section 48 Inspection 2017**







# Application and Interview Process

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application. All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK.
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate.
- Documentary proof of current name and address (i.e utility bill, dated within the last three months).
- Where appropriate any documentation evidencing changes of name.
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

## References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

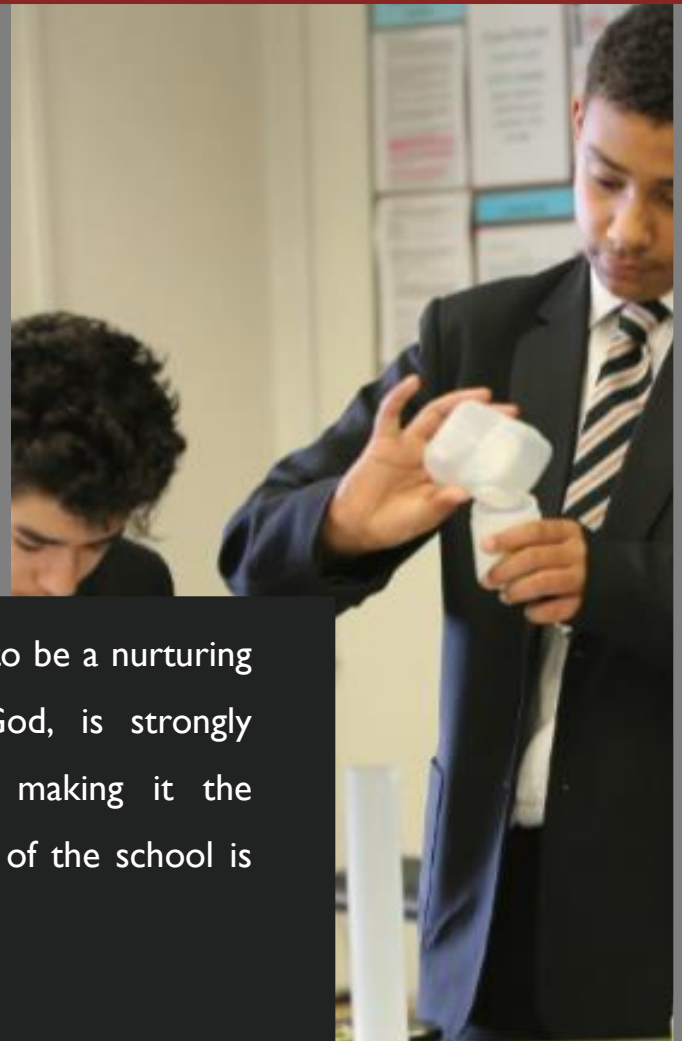
- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.





Leaders are determined to raise the achievement of all pupils at the school, including those pupils who are disadvantaged.

**Ofsted November 2021**



The Christian vision of St Margaret's, to be a nurturing community built on the love of God, is strongly articulated and deeply understood, making it the foundation on which the whole work of the school is built.

**Ofsted September 2021**



# ST. MARGARET'S CHURCH OF ENGLAND ACADEMY

## Vacancy Specific Information



PROUD TO BE PART OF  
**ALL SAINTS**  
Multi Academy Trust





Pupils are happy and enjoy coming to school. They described their school as a safe and friendly place to learn, where everybody is welcome.

**Ofsted November 2021**







# Job Vacancy

**Role: Head of Business and Computing**

**Salary Band: MPS / UPS + TLR 1A**

**Contract: Permanent**

**Applications are invited for an enthusiastic and ambitious Head of Business and Computing.**

The Academy is part of the All Saints Multi Academy Trust and works closely with its sister schools, Hope Academy, The Academy of St. Nicholas and The Academy of St Francis of Assisi. There is a trust wide commitment to improve, accelerate and enable ambitious life goals amongst all young people in their academies.

The successful candidate must share these values and have the skills, expertise, and determination to translate them into reality. You will join a school and trust committed to your personal development with access to 21<sup>st</sup> Century CPD opportunities so that you can continue to grow as a professional.

We are determined that the successful candidate will have:

- A passion for teaching Business and Computing.
- Reliable evidence of very good to outstanding teaching with a focus on raising student achievement.
- Impact on improving outcomes for a wide range of students.
- A passion for making a difference for young people in the city of Liverpool.

**Closing date for applications: 12 noon Tuesday 14<sup>th</sup> May 2024**

**Interview date: Friday 17<sup>th</sup> May 2024**

Application packs are available on the Trust website at [www.allsaintsmat.org/vacancies](http://www.allsaintsmat.org/vacancies).

Completed application forms should be forwarded to [recruitmentapplications@allsaintsmat.org](mailto:recruitmentapplications@allsaintsmat.org)

*Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.*

The Trust is an equal opportunities employer.



# Job Description

**Job Title:** Head of Business and Computing

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**Grade and Salary:** MPS / UPS + TLR 1A

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**Reporting to:** Assistant Headteacher

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**Contract Type:** Permanent

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**Responsible for:** Classroom teachers and other staff working within the specified subject area

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## Main purpose of the Role

- To hold direct responsibility for Business and Computing within the Academy, including teaching Business and Computing up to KS4
- To line manage and be responsible for the development of the Business and Computing department within the Academy, and the necessary improvements in outcomes for students
- Share responsibility for the Academy's strategic direction and operational effectiveness, and be responsible for embedding this within the Business and Computing Department
- Overseeing the academic and social development of all To develop and successfully embed, an innovative curriculum for Business and Computing
- To develop and successfully embed, an innovative curriculum for Business and Computing

## Joint Responsibilities of the Academy Leadership Team

- The safeguarding and wellbeing of Academy students
- Taking a lead role in creating positive relationships across the Academy
- Performance management of a team of staff
- Managing incidents and conflict resolution
- Responding effectively and efficiently to staff, students and parental concerns
- Leadership representation at evening events and external meetings
- On call / break duty / gate duty / lunch duties / detention duties
- Whole Academy behaviour management
- Attendance at Strategic and Extended Leadership Team meetings throughout the year
- Build leadership capacity via appropriate balance of change, support and guidance
- Supporting Governor activities
- Ensure that the Academy's specialism and Christian ethos are successfully promoted and adhered to throughout every aspect of the Academy



## Strategic / Operational Planning

In conjunction with the Headteacher and Assistant Headteacher will:

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education
- Implement the Academy Improvement Plan to meet the objectives set out in the Funding Agreement
- Meet strategic targets for the Academy set by the Governing Body and Trust Board
- Ensure the use of the latest environmentally sound technology in all aspects of the work of the Academy. This will support and facilitate access to the curriculum for all learners thereby meeting the major objectives of the Academy Improvement Plan and the targets set by the Secretary of State and the Governing Body
- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in a specified faculty area and across the Academy
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated learning areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy
- Ensure that Health and Safety policies and practices, including Risk Assessments, across the Academy are in-line with national requirements and are updated where necessary, therefore liaising with the Trust's Head of Facilities Management

## Key Responsibilities

- To effectively manage and deploy Middle Leaders, Teaching staff, Support staff, financial and physical resources within the department to support the designated curriculum portfolio
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies within Business and Computing
- Supporting staff in the department in managing and maintaining the highest quality teaching and learning
- Producing regular reports for Senior Leaders in relation to performance in Business and Computing
- Lead colleagues in the formulation of aims, objectives and strategic planning for designated areas of responsibility, which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy
- To collaborate as part of the Senior Leadership Team in the Academic oversight of students
- To monitor the effectiveness of a personalised curriculum for students in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Headteacher
- To develop and lead the effective operation of quality control systems and to monitor and evaluate Business and Computing in line with agreed Academy procedures including evaluation against quality standards and performance criteria
- To be accountable for performance of all students within Business and Computing
- To embed high standards of behaviour for learning in every student across the Academy in order to secure continuous improvement in achievement and attainment
- To work collaboratively with the other Senior Leaders to raise student achievement across the Academy
- To identify and communicate priority areas for improvement



### Key Responsibilities continued

- To implement strategies for raising student achievement
- To identify trends and intervene as appropriate to bring about positive change
- To assist in the production of reports and reporting to parents
- To assist and advise on examination entries within Business and Computing
- To regularly use national performance data to identify students at risk and to initiate and implement early intervention strategies in Business and Computing
- To analyse, interpret and make use of attendance data to identify strategies to improve student attendance
- To track student progress and evaluate the impact of actions taken to improve the quality of provision
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of Business and Computing at Open Days/Evenings and other events.

### Teaching and Learning

- Use a variety of learning and teaching strategies to deliver innovative lessons to all students ensuring pace and challenge are maintained
- Plan lessons and extended learning opportunities in line with Schemes for Learning
- Ensure learning objectives and outcomes are communicated to every learner in line with Academy policy
- To differentiate appropriately, taking into account individual learner needs
- Make use of extended learning opportunities for use outside of Academy lessons
- Utilise effectively, Learning Support staff in lessons
- Participate in and collaboratively lead on the Academy's Quality Assurance Programme and its agreed framework
- Work efficiently and creatively using the full range of resources available, including other adults and mentors
- Provide a positive learning climate within lessons to promote a meaningful staff – student relationship and interaction
- Adhere to the Academy's Behaviour for Learning Policy and ensure implementation in everyday life at the Academy
- Regularly evaluate the progress of students in relation to their prior attainment and use data to inform teaching and learning
- Mark work in accordance with the Academy's Marking Policy providing both formative and summative feedback on a regular basis
- To take responsibility for individual professional development and use the outcome to improve learning and teaching
- To demonstrate a thorough and up-to-date knowledge of learning and teaching taking into account wider curriculum developments, which are relevant to your work, e.g. National and Department for Education initiatives
- To be aware of the Academy's Anti-bullying Policy and support students as necessary
- To maintain good order and behaviour for learning among students, with particular regard to Health and Safety, both on the Academy premises and when engaged in authorised activities elsewhere







### Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Academy's Appraisal process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

### Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post
- An Enhanced DBS Check will be requested on successful application to a position at the Trust
- The Trust operates a no smoking policy



# Person Specification

Knowledge and Understanding	Essential	Desirable
Relevant qualifications to degree level	✓	
QTS	✓	
An understanding of the relationship between Business and Computing and the wider curriculum	✓	
A secure knowledge and understanding of the issues associated with effective teaching of Business and Computing	✓	
An excellent knowledge and understanding of the National Curriculum Programme of study for Business and Computing at KS3 and KS4	✓	
An excellent knowledge and understanding of the National Curriculum Programme of study for Business and Computing at KS5		✓
Teaching and Learning		
Knows and understands the characteristics of high-quality teaching	✓	
Plans teaching to achieve incremental progression for all students	✓	
Can demonstrate sustained improvement and high standards of student learning and achievement	✓	
Experienced teacher of Business and Computing with a track record of achieving good outcomes in Business and Computing up to KS4	✓	
Can set tasks that challenge and interest students	✓	
Has high expectations of students regarding the quality of the work that they produce	✓	
Can develop ICT skills through the teaching of Business and Computing	✓	
Sets learning objectives built on prior attainment that meet the needs of individual children	✓	
Uses assessment formatively to support teaching and student learning	✓	
Demonstrates exemplary marking and assesses practices that support students' learning and progress	✓	
Uses a range of teaching strategies aimed at meeting different learning styles and confidently uses ICT as a teaching method	✓	
Leadership & Management		
Proven track record as a successful Subject Leader		✓
Has demonstrated effective leadership including the ability to motivate others to perform well whilst being sensitive and challenging of their performance	✓	
Can prioritise, plan and organise to effect change and improvement beyond the immediate situation	✓	
Has shown that he/she can convert difficulties into successes	✓	
Knows when to consult, make decisions and defer to others	✓	



<b>Leadership &amp; Management continued</b>	<b>Essential</b>	<b>Desirable</b>
Can analyse, understand and interpret data and information	✓	
Can communicate effectively to different audiences and capture their interest and enthusiasm	✓	
Can negotiate, persuade and consult effectively	✓	
Can set and achieve challenging professional goals	✓	
Builds and contributes to highly effective working relationships with individuals within and across teams	✓	
Shows a commitment to their own learning and takes responsibility for their own professional development	✓	
Can set challenging and ambitious targets within the subject in order to further raise current levels of student attainment	✓	
Can lead on curriculum development within Business and Computing	✓	
<b>Personal Attributes</b>		
Is able to lead our commitment to our Christian ethos and specialism for sustainability and the environment through the curriculum of Maths and day-to-day life at the Academy	✓	
Places the welfare and safety of children at the heart of their practice	✓	
Enjoys being with children, has a passion for education and for seeing young people learn, achieve and succeed in a positive, safe and enjoyable climate.	✓	
Is of a reflective, focused and determined disposition willing to promote change and innovation	✓	
Is committed, resilient, robust and resourceful	✓	
Has high aspirations for students beyond typical expectations	✓	
Has a record of reliability and integrity	✓	
Demonstrates fairness, honesty, reliability and integrity in their existing practice and conduct	✓	
Demonstrates self-confidence in their ability to succeed, maintaining energy and enthusiasm in challenging situations	✓	





# ST. MARGARET'S

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## CHURCH OF ENGLAND

# ACADEMY

St Margaret's Church of England Academy  
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Liverpool  
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Email: [admin@stmargaretsacademy.com](mailto:admin@stmargaretsacademy.com)

St Margarets Church of England Academy is proud to be a member of the All Saints Multi Academy Trust.  
All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of England Academies Trust (Company Number 07007398).  
51 Horrocks Avenue, Garston, Liverpool, L19 5NY.



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