



MOUNTS BAY
ACADEMY



Head of Design Technology and Computing

APPLICATION PACK



Proud member of the Leading Edge / Academies Partnership

Welcome to the Leading Edge Way



I would like to start by wishing you a warm welcome to 'Leading Edge'. We are currently a group of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are lucky to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off island bases. This diversity makes for a dynamic and varied perspective.

The Trust achieves its vision and mission through co-construction, with everyone empowered to shape the future and contribute towards the Trust's success. We do this while embracing the distinctiveness of each school and holding children at the heart of every decision we make. The Central Team, on behalf of its schools, is driven by integrity and keeps a close eye on the 'value added' that being part of Leading Edge brings. We put fun, happiness and caring relationships at the heart of Trust and school development.

Our schools share a vision, are values driven, like-minded, and passionate about empowering children, young people, and adults to reach their personal best. All our schools strive for a curriculum which inspires and offers something for everyone; it offers breadth through wide ranging and extraordinary opportunities and prepares our pupils for their future. Digital technology is used to support teaching pedagogy, reduce teaching workload and enhance accessibility for all pupils.

We may be situated in the most south-westerly part of the UK, but this does not stop us from being a forward thinking and outward looking team. Within our 'Trust offer' runs a thread of local, regional, national, and international networks, which support both personal and school development.

Leading schools is one of the most fulfilling and enjoyable jobs, but it is easy to get swept up in the complexities of statutory and legal responsibilities. Leading Edge strives to support schools by having sound operational systems and processes in place, giving school leaders the freedom to do what they do best and most

importantly, to sleep at night. We embrace collaboration where it adds value although equally, celebrate the uniqueness of our schools and support their individuality.

We recognise that strong governance across the Trust is fundamental to its success. We have an excellent body of Trustees in place with wide ranging skills and experience. The Trust board is ultimately accountable but can't know everything, therefore each school has its own Local Academy Committee (Board of Governors) who are the vital 'local lens' for their school.

So, what does the Leading Edge way look like?

We have created a visual map to illustrate the many ways Leading Edge can add value to your school, building on individual successes and facilitating further opportunities for educational excellence. We'll provide the systems and people that will support your school to continue to shine.

Kelley Butcher

Chief Executive Officer



MOUNTS BAY
ACADEMY

Principal – Mr L Hall BA (Hons) PGCE MA NPQH

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
TR18 3JT

www.mountsbay.org

Salary scale: M1-M6/UPS TLR2b

Contract Type: Full-time

Contract Term: Permanent

Head of Design Technology and Computing

We are seeking to appoint a talented, inspirational, and highly motivated Head of Design Technology and Computing to work within the Creative Arts faculty. This is a new position and curriculum development and we are looking for someone to build and shape the provision and design a curriculum which is exciting and relevant to the world our students live in. Computing/IT is delivered to Year 7 and 8 for one lesson per week using 1 to 1 iPads. Essential IT skills are developed during more collaborative learning experiences. The OCR Creative iMedia Level 2 qualification has previously been offered as a 'fast track' option.

Mounts Bay Academy is a caring and dynamic Academy where students are placed at the centre of everything we do. We provide a broad and balanced curriculum to all students, who are set challenging academic and personal targets and given the inspiration to succeed.

The successful candidate will be able to lead, manage and develop the subject area and be able to promote interest in the subject across all key stages in the Academy. The successful candidate will also contribute to the development of strategic goals for the department and be able to project a vision within which students are well prepared for the modern world. A focus on entrepreneurship will be important to make the subject attractive to students from the full spectrum of abilities and drive improvements in standards and outcomes.

Is this post the right one for you? It is if:

- you are someone who can think critically about pedagogy and specialist-specific approaches
- you are ambitious for students as well as yourself
- you value and use research to extend your own repertoire to develop and coach others
- it is your practice to use a wide range of pedagogical approaches because you can see their relevance in different contexts
- you can articulate and justify the reasons why each might be used.

Specifically, we are interested in skilled practitioners who appreciate and understand the preconceptions and misconceptions students may have about a topic/area of study. Successful candidates will be able to show that they not only have a clear understanding of possible barriers to learning, but that they know how to select and use appropriate strategies to overcome these, especially for students with SEND and for those from disadvantaged backgrounds.

Mounts Bay Academy embraces the use of new technologies, providing 1-1 iPad devices for each child and an iPad or MacBook for each member of staff. We would welcome applicants who are innovative in their use of IT and can develop their use as a strategy to deliver outstanding lessons.

Leading Edge
Academies Partnership
is committed to
safeguarding and
promoting the welfare
of students and
expects all staff to
share this commitment

For further information, please contact Malvina Jenkin HR
Manager at Mounts Bay Academy
01736 352399 or email: mjenkin@mountsbayacademy.org
Closing date for applications: 12.00 noon 12/05/2023
Interviews tbc
Start: September 2023

Please send your completed application form to Malvina Jenkin
Mjenkin@mountsbayacademy.org

The successful candidate will be subject to reference checks with
previous employers and an enhanced DBS disclosure check.

Dear Applicant

Thank you for expressing an interest in the post of Head of Design Technology and Computing at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership (Leading Edge). I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is in Penzance, West Cornwall with 1065 students aged 11-16 years. The Academy has a focus on creativity, collaboration and innovation and is a regional Hub for the Challenge Partners' network and part of several school improvement and leadership organisations such as High Performance Learning. This enables us to develop our curriculum and practice and have a continuously improving culture that is at the heart of what we do.

The Campus is a large site with close to 22 acres of school buildings, sports hall, gymnasium, tennis courts and large playing fields / athletic track thus providing excellent facilities for our students. The Academy has also successfully made bids to improve our facilities over the last 5 years and there are now new changing rooms and Science laboratories, a new sports hall, and an artificial pitch along with significant building and technological improvements in the past year.

Mounts Bay Academy is an Apple Distinguished school, and each student and staff member are provided with a digital device to support their learning and work and have access to . We also have Apple TVs in every classroom which can access. S We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, we just need to present them learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

You will be joining an ethical community, guided by the Global Goals for Sustainable Development, 17 goals to help end poverty, fight inequality, and stop climate change. Giving everyone that joins us the chance to shape a better future for themselves, the community, and the world at large.

The successful candidate will be a brave, creative, and visionary person, to join our courageous staff to enable all to thrive in this ever-changing world. We are looking for a professional with a spirit of adventure who understands that high personal and academic standards and exciting learning can combine to change young people's lives. Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

I look forward to hearing from you.

Yours sincerely,



Les Hall
Principal

Application

Application forms and information packs are available via our school website or upon request by telephoning the Academy. We welcome visits to the Academy or discussions about the role.

Application

If you wish to apply, please either email your application to Malvina Jenkin HR Manager at Mounts Bay Academy or all the details are available online on our website under the 'Vacancies' section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

In line with our safeguarding practices, we are unable to accept CVs.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application had not been successful.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our [Safeguarding and Child Protection Policy](#) can be found on our website www.mountsbay.org.

Mounts Bay Academy
Boscathnoe Lane
Heamoor
Penzance
Cornwall
TR18 3JT

Phone: 01736 363240

Web: www.mountsbay.org

Post Title:	Head of Design Technology and Computing
Purpose:	<ul style="list-style-type: none"> To ensure the provision of an appropriately broad, balanced, relevant, and differentiated curriculum for students and to support a designated curriculum area as appropriate. To be accountable for leading, managing and developing the subject area. To teach the relevant subject across the age and ability range. To facilitate and encourage a learning experience that provides students with the opportunity to achieve their individual potential. To effectively manage and deploy staff, financial and physical resources within the department. To contribute to raising standards of student attainment and achievement within the whole subject/curriculum area and to monitor and support student progress. To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth. Lead on the selection of and delivery of relevant qualifications for our learners such as OCR Nationals in IT, Creative iMedia and /or GCSE Computing.
Reporting to:	Head of Creative Arts
Liaising with:	Principal/Senior Vice Principals, subject leads, teaching/support Staff, MAT representatives, external agencies, and parents/carers
Working time:	Full-time
Salary/Grade:	Main Scale/UPS TLR2b
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Main tasks	<ul style="list-style-type: none"> The specific nature and balance of these responsibilities will vary according to the needs of the Academy and may be shared.
Class Teacher Responsibilities	
<ul style="list-style-type: none"> To carry out duties of an Academy teacher as set out in the current Academy Teachers' Pay and Conditions Document. To carry out the duties of a general class teacher as detailed in the Academy's class teacher job description, including some provision for cover of absent teachers. To be responsible for teaching across both key stages. 	
Internal Organisation, Management and Control	
To contribute to:	
<ul style="list-style-type: none"> Maintaining and developing the ethos, values, and overall purposes of the Academy. 	

- Formulating the aims and objectives of the Academy and policies for their implementation.
- To contribute to planning improvement which will translate Academy aims and policies into actions.
- Implementing the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability, and special needs.
- The efficient organisation, management, and supervision of Academy routines.

Operational/Strategic Planning
<ul style="list-style-type: none"> • To formulate the subject and faculty improvement plans and lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the programme/subject. • To contribute to the programme/subject's development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the Whole Academy's planning activities.
Curriculum Provision
<ul style="list-style-type: none"> • To work with the Assistant Principal Data, Standards and Progress, to ensure that the programme/subject provides a range of teaching that complements the Academy's strategies and objectives.
Curriculum Development
<ul style="list-style-type: none"> • To assist in the process of curriculum development and change to ensure the continued relevance to students' needs, examining and awarding bodies and the Academy's Mission and Strategic Objectives. • To lead on the selection of and delivery of relevant qualifications for our learners such OCR Nationals in IT, Creative iMedia and /or GCSE Computing.
Staff Development
<ul style="list-style-type: none"> • To partake in the Academy's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To recruit, build and manage an effective team of motivated staff. • To engage actively in the Continuous Career and Professional Development (CCPD) process. • To ensure the effective/efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
Quality Assurance
<ul style="list-style-type: none"> • To help implement Academy quality procedures and to adhere to them. • To contribute to the process of monitoring and evaluation of the Curriculum Area/Department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review from time-to-time methods of teaching and programmes of work. • To partake as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management Information
<ul style="list-style-type: none"> • To maintain appropriate records and provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications
<ul style="list-style-type: none"> • To communicate effectively with the parents of students as appropriate.

- Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
- To follow agreed policies for communications in the Academy.

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Information Evenings, Student Led Conferences, and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of ordering and allocation of equipment and materials, whilst being conscious of efficiency savings.
- To manage resource needs and contribute to the efficient/effective use of physical resources.
- To ensure sharing and effective use of resources to the benefit of the Academy, Department, and students.

Pastoral System

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the Academy's Pastoral System.
- To register the students in their Tutor Group, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and Progress Files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate with parents of the students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Management System so that effective learning can take place.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development, and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy and Numeracy are reflected in the teaching and learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality-learning experience for students that meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods that will stimulate learning appropriate to students' needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures, and to encourage good practice regarding punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, Departmental and Academy procedures.

- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- To remain and adhere to the Trust's Safeguarding Policy and child protection procedures.
- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To actively promote the Academy's corporate policies.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations.
- To comply with the Academy's Health and Safety Policy and undertake Risk Assessments as appropriate.

As a restorative organisation we:

- Apply the principles of mutual respect and responsibility in all our internal and external relationships.
- Actively work to prevent, address and repair harm.
- Engage in continuous learning to further develop our communication and problem-solving skills.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Person Specification

Essential	Desirable	Demonstrated By
A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection.		Application Form / Interview
Graduate with QTS.	Further professional study at a higher level or relevant management training	Application Form / Interview
A CPD portfolio with evidence of recent, relevant course participation and all academic qualifications.	Additional information. For example, students' work or newspaper cuttings.	Interview
Evidence of good or excellent examination results in subject specialism.	Successful threshold application.	Application Form / Interview
Evidence of student work across the key stages (digital presentation is ok)		Interview
	Experience in the design and delivery of a range of qualifications	
Experience of project management relating to Academy improvement.	Leadership of an innovative project with evidence of raised standards.	Application Form / Interview
Evidence of personal impact on the ethos of your school/Academy or community.	Evidence of personal impact in education projects of county or national importance.	Application Form / Interview
	An interest in contributing to the profile of the Associate Research School (EEF).	Application Form / Interview
A 'can do' positive attitude that seeks solutions to problems.	Evidence of creativity and a willingness to take risks and learn from mistakes.	Application Form / Interview
A willingness to role model good practice and act as a lead learner in the organisation.	Evidence of giving inset to others or doing research for school improvement.	Application Form / Interview
An interest in new approaches to learning.	A vision of how learning could be transformed in the Academy.	Application Form / Interview
A background in ICT for learning or admin.	Evidence of a qualification in ICT.	Application Form / Interview