



*Achieving excellence together*

*Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Teacher of ICT. This is an exciting time to join The Mirfield Free Grammar’s journey as we begin a new chapter with Great Heights Academy Trust.*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.*



**Teacher of ICT**

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CANDIDATE INFORMATION PACK



## ▶ Welcome

Dear Colleague,

I am delighted that you are considering the position of Teacher of ICT at The Mirfield Free Grammar.

We are seeking to recruit an individual to work in our school who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy and confident young people who are able to contribute positively within the community. I am a firm believer that developing THE MFG Character of Tenacity, Health, Equity, Morality, Flourish, Generosity in all our students will enable us to achieve this.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs Alexandra Fuller

Principal



## Overview of the Position for The Mirfield Free Grammar

The Mirfield Free Grammar are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## About the Trust

The Trust currently comprises of seven primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Marsden Junior School and Nields Academy). We currently have two secondary school (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#)

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*

## Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

### Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

**G** Great teaching and learning opportunities for all in the partnership

**R** Real life opportunities to develop an understanding of the wider world

**E** Enthuse a love of learning and mutual respect

**A** Academic development to nurture potential for all

**T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.





## JOB DESCRIPTION

**Position:** Teacher of ICT

**Department:** ICT

**Pay range:** MPS/UPS

**Responsible to:** Head of Department

### Prime Objectives of the Post

- Carrying out the professional duties set out in the Teachers' Pay and Conditions Document as directed by the Principal within the context of the job description set out below in a wholly satisfactory manner.
- To teach your subject and other subjects as appropriate throughout the Academy to students aged 11 to 18.
- To have pastoral oversight of a specific tutor group or similar responsibility.
- To play a full part in the life of the Academy community.

### Statutory Requirements

- This job description reflects the standards built upon the [Teaching Standards](#) which apply to all teachers.
- It is aligned to the [School Teacher's Pay and Conditions](#), set out in the statutory guidance.

### Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

### Main Duties and Responsibilities:

#### 1 Curriculum

- 1.1 To plan, prepare, teach and evaluate lessons throughout an agreed age and ability range in accordance with statutory requirements, Academy aims and objectives, Academy policies and Faculty/Departmental Schemes of Work.
- 1.2 To ensure a high-quality learning experience for students which meets internal and external quality standards and develops independent learning.
- 1.3 To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 1.4 To ensure that the teaching of key skills and cross curricular themes, skills and dimensions are reflected in the teaching and learning experience of students.
- 1.5 To participate, as required, in preparing teaching and programmes of work.
- 1.6 To be aware of national strategies that are relevant to them e.g. literacy, numeracy, ICT and have incorporated these as appropriate into their teaching.

## 2 **Students**

- 2.1 To support the Academy policy on behaviour, discipline and student welfare in the classroom. To communicate problems of a pastoral nature through established procedures.
- 2.2 To display students' work and maintain a tidy, safe and stimulating working environment.
- 2.3 To liaise with the Head of Support for Learning and the form tutor over students with special educational needs and to modify teaching and learning accordingly ensuring targets outlined in a student's Individual Education Plan are pursued.
- 2.4 To promote the use of the Learning Resources Centre.
- 2.5 To keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor.
- 2.6 To ensure that homework is set and recorded in the student planner.
- 2.7 To maintain good order and discipline ensuring health and safety including training students in the safe and appropriate use of equipment.
- 2.8 To set and maintain high standards of student work in the classroom.
- 2.9 To refer any Child Protection concerns to the designated Child Protection Officer in the Academy.

## 3 **Assessment**

- 3.1 To assess students' work in accordance with statutory requirements and Academy and Faculty/Departmental policies. To maintain a record of students' attainments. To use assessments to diagnose individual strengths and weaknesses and to inform teaching and learning
- 3.2 To complete monitoring, write reports on students and attend meetings with parents.
- 3.3 To assist in setting and marking internal examinations.
- 3.4 To ensure that external examination requirements are satisfied.
- 3.5 To recommend individual students for particular examination courses.
- 3.6 To set realistic and challenging targets for student improvement.

## 4 **General**

- 4.1 To contribute to the development of effective subject links with external agencies e.g. feeder primaries, partner secondaries, industry, community and Higher Education.
- 4.2 To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meetings.
- 4.3 To set cover work when on leave of absence/known absence.
- 4.4 To supervise groups of students whose teacher is not available to teach them (as appropriate).
- 4.5 To take reasonable care of Faculty/Department resources and to account for any equipment used.

**TUTOR:**

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**Main Responsibilities are:**

- 5.1 To offer care and support to students in all aspects of their Academy life and prepare them for adult life.
- 5.2 To develop an understanding and knowledge of the whole tutor group and each student as an individual, promoting, monitoring and evaluating their progress and keeping up-to-date student records as may be required.
- 5.3 To enable students to play an active role in all aspects of SMSC education and the Academy's tutorial, PSHCE, citizenship and enterprise programmes.
- 5.4 To undertake all responsibilities to ensure the smooth day-to-day running of the Academy.
- 5.5 To support the Academy in meeting its legal requirements for a daily act of collective worship.

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**Whole Academy**

- 6.1 To play a full part in the life of the Academy community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- 6.2 To undertake duties before Academy, at break and after Academy on a rota basis.
- 6.3 To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Outstanding 100, Christmas Concert and other liaison events.
- 6.4 To help implement and adhere to the Academy quality procedures and take part, as required, in the review, development and management of activities relating to the curriculum, organisation and pastoral function of the Academy.
- 6.5 To contribute to whole Academy planning and evaluation via the Faculty/Departmental operational plan and implementation.
- 6.6 To engage actively in the Performance Management Review process.
- 6.7 To participate in the Academy's staff development programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review, Faculty training plan and whole Academy training plan.
- 6.8 To ensure that you take care of your own Health and Safety and that of your colleagues in line with the Academy's policy.
- 6.9 To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- 6.10 To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 6.11 To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society.



**General:**

- To uphold the Nolan Principals of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder will also be expected to undertake any professional duties of the COO/CEO as required.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust

**Safeguarding:**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Name: .....

Signed: .....

Date: .....



**Person Specification: Teacher****Key to identification:** A = Application I = Interview E = Exercise R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Qualified teacher status	✓		A
Evidence of current CPD activity in the last 2 years	✓		A
Relevant professional qualification		✓	A
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Proven track record of at least 2 years of teaching experience in the secondary sector	✓		A
Extensive experience of using and adapting a range of teaching, learning and behaviour management strategies	✓		A/I
Ability to use effective systems and procedures for quality assurance management in supporting pupil attainment	✓		A/I
Experience of effectively deploying support staff in the classroom	✓		A/I
Experience of accurately assessing student progress and using assessment data to inform future learning opportunities	✓		A/I
Experience of incorporating ICT into learning opportunities	✓		A/I
Evidence of effective partnerships with relevant agencies	✓		A/I
Experience of effective teaching in more than one school		✓	A/I
Experience of leading school development initiatives successfully		✓	A/I
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Knowledge of current and emerging good practice in relation to contributing to developing a computing curriculum, giving examples	✓		A/I/E
Knowledge of current safeguarding issues	✓		A/I
Knowledge of strategies to maximise progress and achievement for all children, including pupils with special educational needs	✓		A/I/E
Understanding of fostering links with home, school and other external partners	✓	✓	A/I/R
<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Excellent interpersonal and general communication skills	✓		A/I/E
Ability to work independently and as part of a team	✓		A/I/R
Ability to prioritise workload to meet deadlines	✓		A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Be flexible, resilient and demonstrate the ability to work well under pressure.	✓		A/I/R



## ► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

