Twyford Church Of England Academies Trust

"I have come that you might have life and have it to the full" John *10 v10*

Job Description

Job Title:	**KS5 Digital T-Level Co-ordinator**
Grade:	**Main Professional Grade (MPS/UPS) + TLR 2a (£3,391)**
Line Manager:	**Computing Trust Lead**
Supervisory Responsibility:	**N/A**

Main purpose of Post

To support the Computing Trust Lead in the achievement of outstanding outcomes in the curriculum and wider curricular offer within the Ada Lovelace Computing department at KS5 (including KS4 into KS5 transition).

Outcomes

The outcomes below are in addition to current post holder outcomes:

Achievement
- Achievement in KS5 Digital is effectively monitored and supported, areas of weakness are identified and addressed.
- Achievement in KS5 Digital is outstanding, effectively monitored and reported to the Trust Lead.
- KS5 assessment systems are the model of outstanding practice, formative assessments are robust, capture assessment objectives and prepare students for their examinations.

Teaching
- Curriculum and assessment frameworks are clear and support outstanding progression
- All staff are confident and consistent in the delivery of good and outstanding KS5 lessons
- KS5 students are given the key skills and knowledge required to secure and carry out successful industry placements
- The learning habits of KS5 students within the department are outstanding
- The learning habits of potential T-level students at KS4 are outstanding

Behaviour
- KS5 student conduct within the department is uniformly outstanding

Leadership
- There is a clear vision for the enjoyment of the Digital T-Level at KS5
- Lead in the organisation and delivery of the Digital T-level curriculum.
- Support is given to KS5 leads and T-level teachers to support areas of weakness
- The Digital T-Level course is advertised appropriately across Trust schools

Other
- The KS5 Digital wider Learning Programme is a model of outstanding practice
- The transition of Digital students from KS4 into KS5 is a model of outstanding practice
- Copia (the school's virtual learning platform) for the department is well utilised to support students of all abilities to make progress and develop effective independent learning behaviour

Specific responsibilities and tasks

The responsibilities and tasks below are in addition to current post holder responsibilities and tasks:

Achievement
The curriculum and assessment systems enable achievement to be outstanding
- Support with internal systems of progress and results analysis to monitor students and key cohorts.
- Support Trust Lead with the systems for identification of KS5 student causes for concern and how to address such issues.
- Provide regular feedback to the Trust Lead about progress of students, and to discuss issues with delivery and progress as they arise.
- Support with KS5 intervention strategies for individuals/cohorts where appropriate.

Teaching
Curriculum and assessment frameworks are clear and support outstanding progression
- Be an outstanding teacher of KS5 Computing, IT or Digital with a history of at least two years of successful KS5 results.
- Provide training and support for staff teams in the context of KS5 curriculum change or development.
- Ensure that there are schemes of work in place for the T- level curriculum.
- Ensure that the lesson resources are available on the school's VLE in the consistent format (including differentiated learning outcomes, lesson prep and consistent visual clues for AFL etc.)
- Ensure Virtual Reality is integrated effectively into the Digital T-Level curriculum.
- Ensure Copia (the school's virtual learning platform) for the department is well utilised to support students of all abilities to make progress and develop effective independent learning behaviour.
- Ensure that potential T-level students at KS4 develop the learning habits expected of KS5 students, including independent learning habits and note taking skills.

All staff are confident and consistent in the delivery of good and outstanding lessons. Training is supplied where necessary to help facilitate this
- Support the Trust Lead to ensure curriculum and teaching and learning policies for the department are in place and well understood by staff teams.
- Support Trust Lead in the programme of KS5 lesson observations (including department lesson looks /paired observations and performance management observations)
- Support the Trust Lead in auditing the quality of delivery at KS5 level via work scrutiny, formal and informal reviews.
- Contribute to the training programmes for staff as appropriate.
- Support the Trust Lead in undertaking routine monitoring of KS5 learning via formal measures (e.g. work scrutiny/book looks) and casual monitoring (checks on student planners etc.)

Behaviour
Learning behaviour within the department to be outstanding
- Support Trust Lead and KS5 Teachers in enforcing KS5 behaviour expectations
- Support Trust Lead in addressing issues in behaviour through modification to department systems and approaches (including to teaching and learning) and staff training

Leadership
The development of the curriculum in Digital enables teachers to deliver good and outstanding lessons
- Support Trust Lead with strategic planning overview and T-Level development planning
- Monitor day to day KS5 classroom practices to ensure they are in line with departmental and whole school policies
- Lead in the organisation and delivery of the Digital Production, Design T-level curriculum and assessments
- Lead, with the support of Trust Lead and the T-level team, in securing work placements for KS5 students.
- Liaise with KS5 coordinators across the Twyford Trust to ensure best practice is taking place at Ada Lovelace.

The development of the enrichment activities to enhance the support given to KS5 digital students
- Work with the T-level team and KS4 Computing and enrichment lead to develop the KS5 wider learning programme.
- Ensure that systems are in place for giving KS5 digital students appropriate information and guidance
- Lead the transition of students from KS4 into KS5 to ensure they have appropriate information and guidance alongside developing KS5 style learning habits, including independent learning habits and note taking skills

Support is given to teachers to facilitate the delivery of good and outstanding lessons
- Support Head of Department in performance management of staff
- Undertake regular coaching and mentoring of department members
- Ensure all teachers are confident and consistent in their use of department-wide systems

All staff are expected to make a contribution to the wider life of the school (enrichment activities, clubs, trips and visits or support activities).

The nature of this Job Description is subject to changes that will take place as the Computing Department moves to meet the needs of the students at Ada Lovelace

Mainscale job descriptions have been drawn up in line with the National Teachers Standards (DFE 2012); these also apply to all management post holders.

Key measures of success

- % of students on target in internal /external assessments
- Internal VA measures
- Lesson Observations & outcomes of Department Audits
- Successful delivery of KS5 wider learning offer
- ALPS 2

Person specification

	Essential	Desirable
Knowledge and Skills	- University Graduate with a good degree - Qualified Teacher Status - Experience in the delivery of a digital, ICT or computing course at KS5 - Relevant successful experience as a teacher within a high achieving secondary school - A proven record of success in raising standards - Experience of the use of student results analysis outcomes to inform practice and target improvement - Experience of curriculum design - Successful experience of managing whole school change - Some successful experience of team leadership & management of staff - Knowledge of the requirements of the National Curriculum - An understanding of recent curriculum and teaching/learning developments - An ability to develop effective curriculum resources in KS4/5 to meet the needs of the full ability range. - An understanding of the strategies required to motivate and enthuse all students across the age and ability range to ensure progression as part of a while school approach to raising achievement. - An understanding of the processes and techniques required to assess record and report students' learning effectively - A commitment to the principles and practices of Assessment for Learning - A commitment to developing Literacy, Maths and ICT skills - An ability to use ICT programmes and packages to promote learning - An understanding of the role of your subject within the wider curriculum	- Experience delivering T-Levels - Familiar with front-end and back - end programming languages such as Python, Java, JavaScript, PHP - Evidence of further professional development - An understanding of the importance of, and a willingness to participate in, extra-curricular activities. - Experience/links within the digital/computing industry.
Personal Qualities	- A strong commitment to and ability to articulate & model the values of the Twyford Trust - A firm approach to discipline, and good classroom management skills - An ability to work within, lead and motivate a team - An ability to generate enthusiasm for the English - Is committed to the highest standards in all areas of school life (behaviour, academic, enrichment). - Has a strong grasp of contemporary educational issues	A practising Christian

• A proven team worker with a very strong commitment to collaboration • Has outstanding communication and inter-personal skills • Able to set challenging and achievable targets and ensure their delivery • Good time management/ able to multi task • Willing to contribute to the rich life of the school, including its extra-curricular offer • Clarity of vision/strategic thinker	

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see https://www.gov.uk/disclosure-barring-service-check

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.