



Applicant Information Pack

Head of Computing and Business Studies

Closing date for applications: 19 April 2024



'Learning today, leading tomorrow'



Aspiration – Community – Inclusion – Resilience – Respect



Dear Candidate,

TRAFALGAR SCHOOL:

‘Pupils thrive and feel safe in this highly inclusive school’ (OFSTED June 2023)

Thank you for your interest in the above post. Please find information about our school on the website www.trafalgarschool.org.uk

Our aim is to provide an outstanding all-round educational experience and we are committed to the success and excellence for all our students. In June 2023 we were inspected by OFSTED and judged to be a strongly ‘good’ school with ‘outstanding’ personal development. We are enjoying the next stage of our journey (to become outstanding in all areas!) and continue to receive incredible feedback about our child centred approach; our leaders share our best practice through extensive outreach work across the city and beyond.

We would like to appoint a committed, energetic, and enthusiastic Head of Computing and Business Studies, who will join a strong IT and Business Studies Department at an exciting stage in its development.

It is expected that the successful candidate will have the drive to inspire students to achieve the best possible results and be a good communicator, able to interact effectively with a wide and diverse group of people. Applicants should demonstrate a well thought out philosophy of education which reflects the needs of all learners and to play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

Most importantly, as far as personal characteristics are concerned, we would like to find someone with warmth, enthusiasm, flexibility, and an unrelenting commitment to the success of every child. Last, but by no means least, a sense of humour is essential!

Trafalgar School is a very special community where relationships are at the core of everything we do. We are continually striving for excellence in all aspects of what we do as we fulfil our motto; “Learning today, leading tomorrow”. Being part of #teamtrafalgaris a privilege.

Candidates should return the completed application form with a letter of application by Friday 19 April 2024.

Please include in your letter: -

1. What attracts you to this post.
2. Previous experience and skills that will help you to undertake this role.

Yours sincerely,

Claire Copeland
Executive Headteacher



Trafalgar

S c h o o l

As a relational school, we pride ourselves on our calm, friendly and nurturing learning environment and the positive relationships that are fostered between students, staff, and parents. We work hard to ensure our students' experience is founded on our five core values, linked to the articles of the United Nations Convention of the Rights of the Child (UNCRC) as part of our commitment as a UNICEF Rights Respecting School.

RESPECT

We will respect everyone's right to learn, our school environment and the beliefs of others.

We listen to each other.

Article 29 – Education must encourage your respect for human rights, parents, your own culture and the culture of others and the environment.

Article 30 – You have the right to learn and use the language, customs, and religion of your family.

COMMUNITY

We will be an active part of our school community, our local community and be global citizens.

Article 15 - You have the right to join groups and meet with other children.

Article 31 – You have the right to relax, play and take part in cultural activities.

RESILIENCE

We persevere in all that we do and welcome challenges that help us make progress. We will never give up so we can reach our full potential. We all support each other.

Article 6 – You have the right to develop your full potential.

Article 29 – Your education must develop your personality, talents, and abilities to the full.

ASPIRATION

We will always be the best we can be. We will always try our hardest and aim high. We are lifelong learners.

Article 29 – Education must develop your personality, talents, and abilities to the full.

Article 17 – You have the right to information that is reliable.

INCLUSION

We will work positively and supportively with everyone showing respect whatever their beliefs, background, race, gender, abilities, or religion.

Article 23 – You have the right to a full and decent life if you have a disability.

Article 14 – You have the freedom to think and believe what you choose.





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IT and Business Studies Department

Director of Mathematics Business
and Computing

Head of Computing and
Business Studies





Welcome to Computing and Business Studies at Trafalgar School

"Technology is best when it brings people together." - Matt Mullenweg

Trafalgar School's IT department ensures that students can develop their own digital skills and passions. We prioritise this because we recognise that a broad understanding of computers and computing plays an important role in all walks of life.

In IT, students will understand how to stay safe online, communicate, and use a range of devices and software. They will develop their technical skills as well as the ability to think critically, problem solve and evaluate successfully. It is our intent that students are well prepared and motivated by the prospect of future careers in the technological world.

In KS3 students are offered a Digital Leaders club where they can explore their wider computer science and general technology passions and interests.

KS4 students are required to complete one piece of homework per week, related to topics they are studying in class.

We have also run trips to the National Computing Museum and Bletchley Park in Activities Week previously, and we hope to run them again in future.

At Trafalgar School we hold high expectations of every member of our community. We aspire to provide all students with an outstanding education placing a sharp focus on academic aspiration and progress alongside developing the core values students will live their adult lives by.

Our school values each student as an individual and we offer an inclusive approach to curriculum planning, teaching, and learning. Every decision we make is centred on the development and progress of the students and community we serve, and we are committed to ensuring the best outcomes for every child.



<https://www.trafalgarschool.org.uk/curriculum/our-subjects/maths-and-business-studies/>

Welcome to Mathematics at Trafalgar School!

I am proud to be the Director of Mathematics, working with a fantastic team of staff to deliver the absolute best mathematics curriculum for our students. We are all passionate mathematicians and believe that, with the right support, inspiration and motivation, all students can access and succeed in mathematics.

Through our curriculum we aim to expose students to new concepts and ways of thinking that allows them to apply their mathematical knowledge to a range of problems both inside and outside of the classroom. We want to ensure that our students leave Trafalgar with the key skills they need to be mathematically successful in their life beyond secondary school.

Our team is passionate about all things digital!

Claire Parsons



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Working for Us



RELATIONAL PRACTICE

"Community is much more than belonging to something; it's about doing something together that makes belonging matter." - Brian Solis

One of the ways we achieve success at Trafalgar School is through our explicit focus on Relational Practice (often referred to as Restorative Practice) which is centred around behaviours, interactions and approaches that build and maintain healthy relationships, resolving difficulties and repairing harm where there is conflict. The culture of belonging that has emerged has a significant impact on the well-being of staff and students at Trafalgar School. This is because everyone is valued, and everyone is heard. High challenge and high support underpin our relational approach, meaning everyone is aware of what is expected and what is acceptable, yet provided with the support they need to achieve their potential. This is an important part of our inclusive ethos, where we prioritise equity over equality.

"Strong relationships are the heart of everything the school does." - Hayden Ginns, Assistant Director for Children - Portsmouth City Council

'Relationships are highly positive because staff take time to understand and remove barriers to pupils' learning'.

OFSTED June 2023

CPD

The Teaching and Learning Team welcomes you to TEACH TRAFALGAR, an interactive, user-friendly space for us to share best practice. This hub for CPD aims to consolidate the continuing professional development initiated in collaborative learning sessions and to drive us all to our united vision - excellent outcomes for the students and community that we serve.

As an outward facing school our leaders at all levels carry out extensive outreach work to support the development of best practice in other schools. To find out more please go to our website.

<https://sites.google.com/trafalgarconnected.com/teach-tr/home>



Trafalgar

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CEO of the Salterns Academy Trust

The Salterns Academy Trust exists to serve the community of Portsmouth. We currently run two successful and fast-growing secondary schools in the city and are currently onboarding Mayfield School providing the opportunities for over 3500 young people to be the very best that they can be.

We are proud to be student-centred, inclusive, celebratory, and very aspirational because we know that our students and their families deserve the best and we know too that excellent education changes lives.



Constantly striving to improve, we work collaboratively with organisations both within Portsmouth and beyond who can help us to meet our vision for our students. This includes Portsmouth Council, the University of Portsmouth, Portsmouth Education Partnership and the Royal Navy as well as other schools, colleges and multi-academy trusts - <https://salternstrust.co.uk/>

'Staff enjoy coming to work every day because of the shared moral purpose to improve the life chances of pupils.'

Ofsted, June 2023





Trafalgar

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Testimonials

“Working at Trafalgar is amazing. Each day as an ISA provides a different experience.

Your work hours remain the same but the experiences you have inside the classroom with students are diverse every day. Some days may go more smoothly than others, but there is never a dull moment when working with our students. It is the most rewarding job I’ve ever had!”

Senior Inclusion Assistant

“I have worked at Trafalgar School as part of the Inclusion team for 5 years and over this time I have enjoyed working in the classroom to support a range of students. It is an extremely rewarding role to support our students and seeing their achievements.”

Inclusion Assistant

“I have been working at Trafalgar School for 3 years. Trafalgar is more than just a school, it's a community that I am proud to be part of. The students are always our priority and the support they receive is extraordinary. I am always happy to go the extra mile to make sure they receive the best support possible. Building great relationships with our students is a big part of the job and for them knowing they have a trusted adult to help them when its needed can make a big difference.

The school core values are at the fore front of everything we do, helping prepare the students for life in school, outside of school and after school. Knowing were making a difference to the next generation gives a lot of job satisfaction.”

Senior Inclusion Assistant

“I can honestly say that I love this school! The ethos, values, and passion for teaching young people is evident in every department in the building. Support is always given to those who require it, whether that comes from your own department or elsewhere in the school. The ISAs at Trafalgar School are the heartbeat that keeps the school alive; their ability to provide high challenge and high support allows our students to achieve their potential, keeping high aspirations and expectations of each and every child.”

Teacher of English

“Working at Trafalgar School is an exciting opportunity to make a difference to students with a range of diverse needs. The days are filled with a variety of tasks that keep you on your toes whilst feeling the reward of helping students! Working at Trafalgar is challenging but satisfying when you see the difference you make, and the relationships built between staff and students to help them achieve their best.”

Learning and Cognition



Trafalgar
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Head of Computing and Business Studies

Salary: MPS/UPS (£30,000-£46,525)

TLR: 2b (£5,354)

Contract: Permanent

Start date: September 2024

Closing date: 19 April 2024

This is a very exciting opportunity to join the IT and Business Studies Department at Trafalgar School. You would be working alongside our experienced Faculty Leader, the Second in department, and a dedicated team of Teachers.

You will find all details of this vacancy on our website; we would strongly recommend you visit and meet our team before applying.

Trafalgar School is a beacon school for Relational Practice in the south which means we put the building, maintaining, and restoring of relationships with all members of our community at the heart of everything we do. It is essential that the post holder shares our school ethos which is firmly rooted in this restorative practice approach. We work restoratively with students, families and with each other to maintain the strong community culture and our very strong inclusive ethos.

‘Relationships are highly positive because staff take time to understand and remove barriers to pupils’ learning’.

OFSTED June 2023

To Apply:

Please go to our website: www.trafalgarschool.org.uk and complete the Teaching Staff Application Form, and return to recruitment@trafalgarschool.org.uk

Please note that all shortlisted candidates will be subject to an online check. Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.

Contact:

If you have any questions about the role or would like to arrange a tour, please contact our HR Department on 02392 693521.



SAFEGUARDING

Salterns Academy Trust and Trafalgar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will **be subject to Disclosure and Barring checks along with other relevant employment checks.**

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974.

Working within a School is exempted from the Rehabilitation of Offenders Act 1974.

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions.
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).
- If you have been barred from working with Children and/or Adults at risk.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/rehabilitation-of-offenders-act-1974-exceptions-order-1975)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands, and youth cautions will no longer be automatically disclosed on a DBS certificate.
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed.



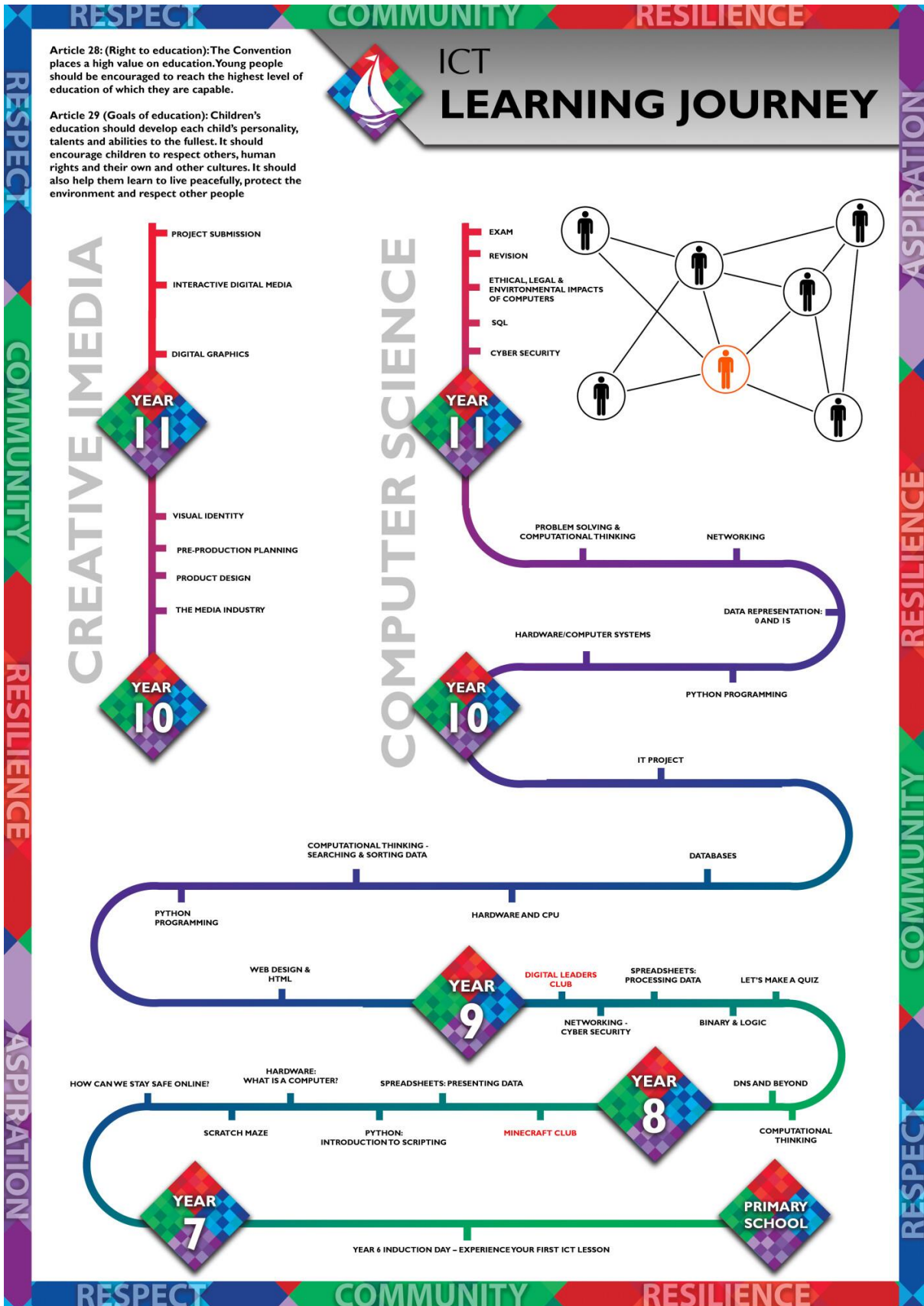
Trafalgar School

Article 28: (Right to education): The Convention places a high value on education. Young people should be encouraged to reach the highest level of education of which they are capable.

Article 29 (Goals of education): Children's education should develop each child's personality, talents and abilities to the fullest. It should encourage children to respect others, human rights and their own and other cultures. It should also help them learn to live peacefully, protect the environment and respect other people



ICT LEARNING JOURNEY





Trafalgar

S c h o o l

RESPECT

COMMUNITY

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Business Studies CURRICULUM JOURNEY

RESPECT

COMMUNITY

RESILIENCE

ASPIRATION



- EXAM
- REVISION
- FINANCE/HUMAN RESOURCES
- ENTREPRENEURSHIP
- MARKETING



- SALES AND SELLING
- TECHNOLOGY IN BUSINESS
- BUSINESS LAW
- CUSTOMERS
- MARKETING - THE BUSINESS IDEA
- OWNERSHIP - SIZE/SCALE



RESPECT

COMMUNITY

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RESPECT

