



MOWDEN HALL SCHOOL

From the Headmaster: Neal Bailey

APPOINTMENT OF HEAD OF ICT

INTRODUCTION

Mowden Hall is an independent co-educational boarding and day school of 175 children from age 3 – 13 situated in the Northumberland countryside, fifteen miles west of Newcastle. The Pre-Prep and Nursery are based on the same site and share facilities with the Prep School. The School has recently made significant investment in the Pre-Prep, by extending the building. The Prep School has a strong boarding ethos with roughly two-thirds of the children boarding.

Mowden Hall is set in 50 acres of grounds with fabulous views over the Tyne Valley. The School provides an extremely broad, holistic education with the ethos that education does not start and stop at the classroom door. Whilst we strive for excellence in our academic provision, there is also considerable emphasis on developing the children's skills and interests, and hence great importance is also attached to the extra-curricular programme.

Children from Mowden Hall go on to a wide range of senior schools including Oundle, Uppingham, Eton, Shrewsbury, Stowe, Rugby, Sedbergh, Glenalmond, Ampleforth, Fettes and Queen Margaret's, as well as the Newcastle day schools. Multiple scholarships in all disciplines have been achieved in recent years and since September 2007 all children have been successful at 13+ entry to their senior school of choice.

Mowden Hall is a member of the Cothill Trust. The Trust provides exciting opportunities for the School in terms of investment and opportunity. Château de Sauveterre, near Toulouse in France, is also a member of the Trust and Mowden children in Year 7 spend a term at the Château learning the French language and culture. Other members of the Cothill Trust are Cothill House, Kitebrook House, Chandlings School, Ashdown House, Barfield School and the Chateau de Sauveterre.

Newton, Stocksfield, Northumberland, NE43 7TP

Telephone: (01661) 842147 Email: info@mowdenhall.co.uk www.mowdenhall.co.uk

Mowden Hall is part of the Cothill Trust

www.cothill-trust.net

Registered Company No. 961616

Registered Charity No. 308639

HEAD OF ICT

The Role: The Head of ICT is responsible to the Headmaster for the efficient running, development and performance of the department, supporting all members of the department in their responsibilities, and directing, as appropriate, the work of those colleagues to ensure successful and effective teaching and learning. The Head of ICT will also be expected to oversee the maintenance and development of the technical platform of the School's network as well as assisting relevant staff with day to day issues.

Reporting: Each Head of Department is responsible to the Headmaster, through the Director of Studies.

The Head of ICT is expected:

- to be responsible for the efficient running of his/her department
- to actively engage in a review of the department; the aim of which will be to confidently review the quality of teaching and learning, on a regular basis
- to act upon the findings from the review to maintain the highest quality of teaching and learning across the department
- to engage colleagues to talk about their teaching and the impact that it has on pupil learning
- to ensure that data is used effectively as a useful measure of progress, though never as a blunt instrument, and always accompanied with a deep understanding of the pupils as individuals
- to bring to the attention of the Director of Studies any difficulties which arise within the department
- to ensure the maintenance of accurate and up-to-date information on the management information system
- to ensure ongoing provision, development and maintenance of the School's core network infrastructure
- to ensure that appropriate measures are taken to secure and backup all systems and data
- to maintain up-to-date knowledge of developments in the ICT marketplace and use this knowledge to support the longer term strategic development of the School systems.
- to maintain the highest standards of security and data protection, keeping up-to date with all relevant legislation and regulation and ensuring that the School Senior Management Team fully understand the implication and their legal obligations.
- to ensure that the ICT Department maintains accurate and up-to-date records and documentation in the required format, so that these can be readily used to support day-to-day operations and continuity.
- to keep up to date with developments relating to the School's software to identify potential risks and opportunities and, where appropriate, make recommendations for future adoption of new systems.
- to be responsible for the drawing up of syllabuses/schemes of work; departmental hand-outs; displays and the general appearance of the department
- to be responsible for the selection of text books and teaching materials, and the methods of teaching used by members of the department
- to be accountable to the Headmaster for all budgeting within the department, and the implementation of Health and Safety Policies within the area
- to attend Academic Forum meetings
- to co-operate with other departments in cross-curricular activities
- to ensure that base-line data is being used to monitor, and where possible improve, performance of the department and the pupils within it
- to liaise with Pre-Prep subject coordinators where appropriate and oversee progress in the Pre-Prep school

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AS SUBJECT TEACHER

All Subject Teachers are expected:

Teaching

- to plan and thoroughly prepare courses and lessons
- to teach all pupils assigned to them, including regularly setting and marking work
- to assess, record and report on the development, progress and attainment of the pupils according to the School's policy and schedule
- to prepare pupils thoroughly for examinations and assess pupils for the purpose of such examinations
- in each case, to have regard for the curriculum of the School

Pastoral Role

- to promote the general purpose and well-being of the pupils assigned to them
- to provide guidance and advice to pupils on educational, social, moral and spiritual matters
- to participate in meetings with staff and parents to discuss pupils' progress as required;

Discipline

- to maintain good order and discipline, and to safeguard the pupils' health and safety both on school premises and elsewhere when responsible for the pupils
- to be responsible for preventing damage to property and for looking after the rooms in which they teach

Other Activities

- to supervise and, if practicable, teach other pupils whose teacher is absent
- to participate in organisational and administrative tasks, such as staff duties
- All teachers are encouraged to attend major school events, particularly if they involve pupils for whom they have responsibility
- to attend Staff Consultation Meetings
- to attend Morning Assembly and School lunch
- to be involved in extra-curricular activities
- to participate in arrangements for their further training and professional development
- to make their teaching area as comfortable and attractive as possible by providing display material
- to advise and co-operate with the Headmaster and other teachers on the development of the School
- to give a good impression of the School when representing it and in discussion, inside or outside the school, with individuals and outside agencies.

OTHER ATTRIBUTES

The successful candidate should:

- Be innovative and be able to inspire children
- Be an outstanding teacher
- Be efficient and trustworthy
- Have experience in Key Stages 2 and 3
- Possess excellent organisation and communication skills
- Have very high standards – both academic and elsewhere
- Be an energetic and ambitious team player
- Have a sense of humour

The salary will be in accordance with the Cothill Trust pay scale and is dependent on experience.

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APPLICATIONS

Persons wishing to apply for the position of Head of ICT should complete an [Application Form](#) and send a letter of motivation addressed to the Headmaster, Neal Bailey, by **Monday 9th April 2018**. Both these items should be posted to:

Neal Bailey Esq.
The Headmaster
Mowden Hall School
Newton, Stocksfield
Northumberland
NE43 7TP

Interviews are scheduled to take place on Tuesday 17th April 2018. Applicants may request to visit the School before applying for the role. If candidates would like a School prospectus and calendar, please contact Mrs Vivienne Smales, PA to the Headmaster on 01661 842147 or email vs@mowdenhall.co.uk.

Mowden Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment would be subject to: references satisfactory to the Cothill Trust; enhanced Disclosure and Barring Service Check; proof of right to live/work in the UK, and evidence of stated qualifications.

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