



**North East  
Learning Trust**

**Teacher of IT**  
**Bedlington Academy**  
Applicant information pack

# **Teacher of IT**

## **Required January 2023**

### **Fixed term for two terms**

#### **Full time but part time will be considered**

#### **MPR/UPR (potential TLR for right candidate)**

We are looking for a dynamic and highly motivated Teacher of IT who is committed to academic excellence and high classroom standards. We warmly welcome applications from both experienced and newly qualified teachers.

Bedlington Academy is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Bedlington Academy is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

Our vision is simple and shared by all schools in the North East Learning Trust that every child experiences excellence every day.

#### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

#### **The successful candidate will:**

- be a well-qualified practitioner within the subject area
- be a good communicator with excellent interpersonal skills
- be a self-motivated and enthusiastic team-player
- have a proven track record of securing successful student outcomes.

#### **Deadline: Noon on Wednesday 7 December 2022**

Interviews taking place week commencing 12 December 2022.

#### **How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [jade.hutton@bedlingtonacademy.co.uk](mailto:jade.hutton@bedlingtonacademy.co.uk) or by post to Jade Hutton, Support Services Manager, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

# Job description

## Post title:

Teacher of IT

## Responsible to:

Head of IT

## Job purpose:

- To promote the agreed aims and objectives of the school.
- To effectively manage the learning process of students and apply a range of teaching and learning strategies.
- To plan and deliver lessons effectively and to maintain appropriate records of teaching.
- To mark and assess the work of students in accordance with school and departmental policies and to maintain appropriate records of student attainment and progress.
- To set and mark homework in accordance with school policy.
- To manage behaviour effectively to ensure a good and safe learning environment, in accordance with the school's behaviour policy.
- To contribute to the appearance and ethos of the school through the maintenance of a pleasant learning environment within the classroom and departmental areas.
- To actively celebrate the achievement of students through the use of school systems to praise and reward.
- To be a Form Tutor for an assigned group of students and to carry out related duties.
- To participate in general supervisory duties in accordance with published duty rotas.
- To participate in required meetings with colleagues and parents/carers
- To liaise with colleagues in other departments as appropriate.
- To participate in professional development and Performance Management reviews in line with school policy.
- To attend assemblies as required.
- Make a positive contribution to the wider community and ethos of the school.
- To promote and safeguard the welfare of students.
- To follow procedures for staff as set out in the Staff Handbook and school policies.

## General

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:



- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	Qualified Teacher Status First degree or equivalent in a relevant subject	Good Honours Degree in IT Recent and relevant Continual Professional Development
Experience	Recent and successful teaching experience in the relevant subject area at both KS3 and KS4 Proven ability to plan and deliver successful and inspiring lessons in the relevant subject area Proven track record of delivering excellent outcomes for students at all abilities A commitment to extra-curricular activities	Proven track record of exam success at KS4 Recent and successful teaching experience in Business Studies Recent and successful teaching experience in IT at KS5/Advanced level Experience of organising and participating in extracurricular activities
Aptitude and skills	Good communication skills Ability to work under pressure Ability to motivate and inspire students Excellent classroom teacher	Ability to adapt teaching to recognise new and emerging technologies
Personal qualities	Reliable and conscientious Desire and ability to learn new skills High expectations of all students Caring and supportive Enthusiastic team player Organise, plan and prioritise effectively	

### References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list

check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.