# Information Technology Teacher

## Haughton Academy
## Information Pack

# Teacher of Information Technology

Required 1st September 2025, or earlier

Permanent, Full Time

Teachers Main Scale/Upper Pay Scale

**Haughton**
Academy

# Introduction

Dear applicant,

Thank you for expressing an interest in the Teacher of Information Technology (IT) post at Haughton Academy. On behalf of the whole community, I extend a warm welcome.

I have been at Haughton Academy for almost 10 years, initially as Deputy Headteacher for Care & Guidance and more recently as Principal.

Appointing the right person is crucial to our school. Our community context is both challenging and rewarding. Despite this, we are currently over-subscribed and continue to flourish.

I am seeking to appoint an Information Technology teacher who has the drive and energy to ensure that inclusion, eradicating barriers to learning and mutually respectful relationships are at the heart of everything they do.

In March 2020, the pandemic brought to the forefront the difficulties our local community, families and young children face on a daily basis. Although five years ago the impact of the pandemic continues. On average 45% of our pupils are deemed to be disadvantaged year upon year; the pandemic amplified the barriers our pupils faced – little food, limited devices on which to learn and the basic support and aspirations needed to sustain the value of education.

As a staff body we have worked extremely hard to get back to 'normal' and provide our pupils with the routine and care they need. It is important to us that our pupils have the confidence to be independent and successful learners. This is underpinned by high aspirations and a clear understanding that the academy's core purpose is learning. Staff and pupils share the same core values, commit to developing mutually respectful relationships and have a co-operative desire to achieve and believe in Haughton Academy. The affirmation by Ofsted that we are a 'good' school has been achieved through our strong PROUD core values and clear vision for improvement.

Our aim is to continue our journey and become a school that is recognised both locally and nationally as an outstanding school. I look forward to working closely with the successful applicant in the future.

If you would like to arrange a confidential conversation or visit to our school, please contact Tina Barnett, PA to the Principal, using tbarnett@educationvillage.org.uk.

Yours faithfully,

Su Gill

Principal

Haughton Academy

# Making your Application

I hope that when you read this Application Pack you are inspired to apply for the post. If you are, then this is what you need to do:

**Application:**

1. Complete the Education Village Trust application form
2. Provide a supporting statement of no more than 2 sides of A4 which should address the criteria in the Post and Person Specification section
3. Send your completed application form by email to the peopleteam@educationvillage.org.uk

**Deadline:**

The deadline for the post is **Friday 9th May 2025, 12:00 noon.**
Shortlisting by **Tuesday 13th May 2025**
Interviews are expected to be held **Friday 16th May 2025**

**Shortlisting:**

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

**Salary:**

The post will be paid on the teachers' main scale/upper pay range, depending on the applicants teaching experience.

**Start Date:**

1st September 2025, or earlier.

**For an Application Pack:**

1. Contact the Human Resources Team via email at peopleteam@educationvillage.org.uk
2. Visit www.haughtonacademy.org.uk

Haughton Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974.

In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates.

# Post and Person Specification

**POST TITLE:** Teacher of Information Technology.

**POST:** Permanent/Full Time.

**GRADE:** Main Scale/Upper Pay Range.

**REPORTING RELATIONSHIP**: Subject Lead for Information Technology.

**JOB PURPOSE:** To teach within Haughton Academy, part of The Education Village Academy Trust (EVAT), with responsibility for delivering Information Technology to key stage 3 & 4 pupils.

## Main Duties and Responsibilities:

- To plan and deliver lessons to the highest quality of the Academy standards, ensuring good or better progress is made by all pupils.
- To ensure all marking and feedback is completed to the Academy's highest expectations.
- To ensure lessons are engaging and differentiated to meet the needs of all pupils.
- To regularly use assessment strategies to monitor the progress of pupils.
- To use the Academy assessment tracking documents and ensure all progress data is entered accurately and on time.
- To adhere to the Relentless Routines checklist for positive behaviour management.
- To contribute effectively to all subject team, pastoral team and whole Academy meetings.
- To act as an excellent Form Tutor to an assigned group of pupils.
- To intervene effectively for all underperforming pupils.
- To teach assigned classes as per timetable and plan, prepare, evaluate, and review lessons, teaching and learning styles, and homework in accordance with Academy's practice and policy, and in such a way that teaching staff model consistently high standards.
- To take an appropriate share of the responsibility of covering for absent colleagues.
- To prepare educational plans and assess, record, report and review pupil progress and achievement in accordance with Academy policy and practice.
- To adapt teaching strategies to changing circumstances and in response to new ideas.
- To have very high expectations of pupils.

## Pastoral:

- To establish excellent relationships with pupils and staff.
- To record and monitor attendance in the Academy, and follow up issues in a timely manner, in line with Academy policy.
- To ensure pupils maintain and display the acceptable standards of behaviour in all aspects of the Academy as described in the Behaviour Policy and other guidelines for staff.
- To take an appropriate share of responsibility for the supervision of pupils at break times and where appropriate other specified duties.
- To be an effective Form Tutor.
- To be aware of any problems by maintaining good communication and alleviating difficulties with resources.

### Staff Group
- To participate in the Academy's Continuing Professional Development.
- To participate in appropriate In-Service Training.
- To attend and participate in a range of staff meetings.

- To support colleagues as appropriate.

**Parents/Carers**
- To develop excellent relationships with pupils and their families.
- To attend any meeting the Academy arranges for parental/carer consultation and liaison.
- To work with parents/carers to secure partnership in the learning process.

**Resources**
- To make effective use of the resources available within the Academy, and to be aware of resources provided by the Trust and those within the community.
- To keep the subject room tidy, maintain safe working practices, and good care of resources.
- To make the subject room attractive and promote good standards of work.

**GENERAL**
- To perform any other reasonable task that your line manager may ask from time to time.

**SUPPORT FOR THE ACADEMY:**
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of, support difference, and ensure all pupils have equal opportunities to learn and develop.
- Contribute effectively to the overall ethos/work/aims of the Academy and EVAT.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- Assist with the provision of out of Academy learning activities e.g. clubs, extra-curricular activities within guidelines established by the Academy.
- Assist with the line management of support staff as appropriate.
- The post holder must carry out his/her duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.
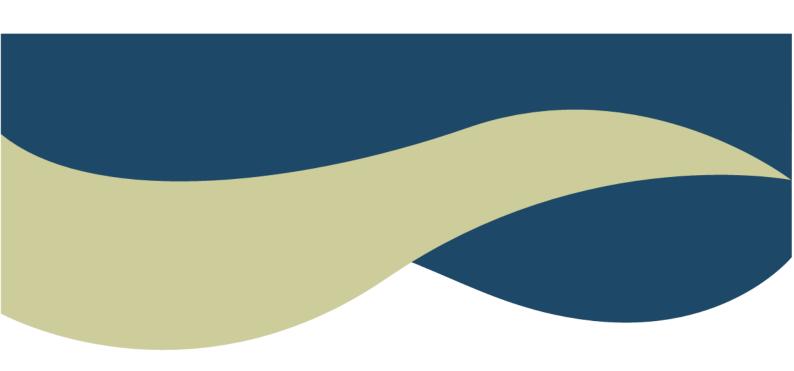
THE POST IS SUBJECT TO ENHANCED DISCLOSURE AND DISQUALIFICATION BY ASSOCIATION DISCLAIMER CHECKS BEFORE AN OFFER OF APPOINTMENT WILL MADE. IT WILL ALSO BE SUBJECT TO RECHECKING AS APPROPRIATE.

**Date:** April 2025.

# Person Specification

| Categories | Criteria Number | Application Form/letter | Interview | Lesson Observation | References |
|---|---|---|---|---|---|
| **Essential Criteria:** | | | | | |
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| **Qualifications & Education** | | | | | |
| Degree or equivalent in a relevant subject | E1 | ✓ | | | |
| Recognised Teaching qualification | E2 | ✓ | | | |
| **Experience & Knowledge** | | | | | |
| Experience & knowledge of the Information Technology curriculum to GCSE level | E3 | ✓ | ✓ | ✓ | |
| Sound knowledge and experience of Teaching & Learning strategies to engage and motivate pupils | E4 | ✓ | ✓ | ✓ | |
| Ability to plan lessons effectively | E5 | | ✓ | ✓ | |
| Experience of teaching I media and/or Computer Science | E6 | ✓ | ✓ | | |
| An awareness of the barriers to learning that young people may face. | E7 | ✓ | ✓ | ✓ | |
| **Skills & Training** | | | | | |
| Ability to motivate and engage pupils | E8 | | | ✓ | ✓ |
| Sound communication skills and ability to develop strong professional relationships | E9 | ✓ | ✓ | ✓ | ✓ |
| Evidence of active involvement in Continuing Professional Development | E10 | ✓ | ✓ | | ✓ |
| Excellent organisational skills | E11 | | | ✓ | ✓ |
| **Personal Attributes** | | | | | |
| Excellent record of attendance | E12 | | | | ✓ |
| Ability to work well as a team | E13 | ✓ | ✓ | | ✓ |

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|---|---|---|---|---|---|---|
| High levels of drive and ambition for self and pupils | E14 | ✓ | ✓ | | ✓ |
| Creativity and innovation | E15 | ✓ | | ✓ | |
| Commitment to the Academy and the pupils we serve | E16 | ✓ | ✓ | | |
| **Desirable** | | | | | | |
| Experience of teaching at Key Stage 3 & 4 - with good outcomes | E4 | ✓ | | | |
| **Special Requirements** | | | | | | |
| Enhanced DBS and disqualification by association disclosure | E17 | ✓ | | | |

**Haughton Academy**
**Salters Lane South**
**Darlington**
**DL1 2AN**

**Tel: 01325 254000**
**Email: admin@haughtonacademy.org.uk**