



Subject Leader of Information Technology

Houghton Academy
Application Pack

Subject Lead for Information Technology Required 1st September 2025

Full Time, Permanent

MPR/UPR + TLR2a

Introduction

Dear applicant,

Thank you for expressing an interest in our Subject Leader 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 ten years, initially as Deputy Headteacher for Care & Guidance and for the last three years 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 a Subject Leader for Information Technology (IT) who has the drive and energy to ensure that inclusion, eradicating barriers to attendance 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 2nd May 2025**.

Shortlisted candidates will be informed on **Tuesday 6th May 2025**.

Interviews are expected to be held **Thursday 8th 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 MPR/UPR + TLR 2a scale

Start Date:

1st September 2025.

End Date

Permanent post.

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: Subject Leader for IT

POST: Permanent

GRADE: MPR/UPR + TLR 2a

REPORTING RELATIONSHIP: Assistant Headteacher

JOB PURPOSE:

- To provide strong leadership that results in a department which provides high-quality teaching and learning opportunities for both pupils and staff.
- To lead and develop innovative approaches to all aspects of the IT curriculum that will stimulate all pupils to achieve their full potential.
- To ensure high-quality provision in all curricular and extra-curricular activities.
- To ensure that the IT curriculum is fit for purpose, taking into account their KS2 experiences and preparing them for post 16.
- To provide opportunities for pupils to gain an understanding of possible careers linked to IT.

Main Duties and Responsibilities:

- To facilitate the delivery of IT, Media & Computer Science across key strategic areas and to liaise on timetable, planning and other curriculum issues.
- To participate in curriculum development and relevant areas of academy policy making.
- To undertake regular audits and quality assurance monitoring across the department to ensure the highest standards.
- To develop appropriate and differentiated schemes of work at all key stages in conjunction with the department.
- To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.
- To take a lead role in the department's monitoring and self-evaluation processes.
- To ensure the effective implementation of academy policies.
- To prepare individual and group reports; analysing and evaluating on summative data.
- To demonstrate and encourage high standards of professionalism from all staff associated with the department.
- To ensure that the department meets all calendared deadlines.
- To demonstrate and inspire an enthusiastic and committed approach to teaching and learning within the department.
- To co-ordinate the resources required for key strategic areas, giving support and guidance to relevant staff.
- To effectively line manage the staff within the department. This may take the form of appraisal, quality assurance and day-to-day management.

Teaching and Learning

- To plan and deliver lessons to the highest quality of the teaching 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 Expectations and Behaviour System 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 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 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.
- To be aware of any problems by maintaining good communication and alleviating difficulties with resources.
- To contribute to and uphold the Academy's P.R.O.U.D Core Values
- To be an effective Form Tutor.

Staff Group

- To participate in Academy's Staff Continuous Professional Development Programme.
- To participate in appropriate Training.
- To attend and participate in a range of staff briefings and 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/carers 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 manager may ask from time to time.
- To contribute towards and implement EVAT strategies.

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 and 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 EVAT POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE

Date: April 2025

Person Specification

Categories	Criteria Number	Application Form/letter	Interview	Lesson Observation	References
Essential Criteria:					
Qualifications & Education					
Recognised teaching qualification	E1	✓			
Degree in relevant subject	E2	✓			
Knowledge & Understanding					
Experience & knowledge of the IT curriculum to GCSE level	E3	✓	✓	✓	
Experience of teaching at Key Stage 3 & 4 - with good or better outcomes	E4	✓			
Experience of delivering I Media and/or Computer Science	E5	✓	✓		
Sound knowledge and experience of Teaching & Learning strategies to engage and motivate pupils	E6	✓	✓	✓	
Skills & Experience					
Ability to motivate and engage pupils	E9			✓	
Ability to build positive relationships with pupils, especially disadvantaged and vulnerable pupils	E10	✓	✓	✓	
Ability to use initiative to work independently but also contribute to a team environment	E11	✓	✓		
Sound communication skills and ability to develop strong professional relationships	E12	✓	✓		
Experience of dealing with difficult and challenging situations	E13		✓	✓	
Personal Attributes					
Excellent interpersonal and communication skills		✓	✓	✓	
Excellent record of attendance	E12				✓

A passion and commitment for working with young people	E13	✓		✓	
Desirable Criteria					
Experience of the leading/co-ordinating IT extra-curricular activities etc	D1	✓			
Full driving licence	D2	✓			
Special Requirements					
Full UK Driving Licence	S1	✓			
Enhanced DBS and disqualification by association disclosure	S2	✓			



Haughton Academy
Salters Lane South
Darlington
DL1 2AN

Tel: 01325 254000

Email: admin@haughtonacademy.org.uk

