

WIRRAL GRAMMAR SCHOOL FOR BOYS



HEAD OF COMPUTER SCIENCE & IT

Required 1st September 2025

Main Scale – UPS

Plus TLR 2.5 (£8,279)

Permanent





LETTER OF INTRODUCTION

Dear Applicant,

Thank you for your interest in the position of Head of Computer Science & IT at Wirral Grammar School for Boys. We are looking for an enthusiastic and committed Head of Computer Science & IT who recognises the positive impact that grammar schools have, will advocate our school values and contribute to the wider educational development of our students.

The information contained in this pack will help you to not only understand the post which is being advertised, but also give you a sense of life at Wirral Grammar School for Boys. There are over 1000 students on site. Our planned admission number increased from 155 to 170 in Year 7 in September 2024, and we recruit students into the Sixth Form, WGSB6 from other local schools and further afield. From September 2025 we will be working in partnership with Wirral Grammar School for Girls in the Sixth Form.

Our students achieve excellent examination results. In 2024 at A level over 30% of all grades were A*- A and 80% at A*- C. In GCSEs, 99.5% of all grades were 9 - 4, with a Progress 8 score of +0.32. However, an education at WGSB is focused upon much more than that. We believe that by offering a variety of experiences and seeing participation rates in extra-curricular activities regularly top 90% in each year group, our students find a place where they feel that they belong. Happy, healthy students achieve great outcomes.

This is true for our staff too. We have put in a huge amount of effort over the past couple of years to remodel teaching and support staff structures and ways of working. Staff wellbeing was at the very centre of our INSET programme last year and we are constantly looking at ways to reduce unnecessary workload; our staff love working here.

If you are interested in this position, it is important that you share our school values and the vision of providing the best quality education for bright young people across the Wirral, regardless of their background.

Should you require any further information, please do not hesitate to contact me at school on 0151 644 0908 or by email to Anna Groves (recruitment@wirralgrammarboys.com).

We look forward to receiving your application.

Yours faithfully

Headteacher



Head of Computer Science & IT

Main Scale – UPS plus TLR 2.5 (£8,279)

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This is an excellent opportunity for a forward-thinking Head of Computer Science & IT who is passionate about their subject and who feels ready to join an enthusiastic and committed team. Our students are highly motivated and enjoy learning.

Context

Computer Science & IT at Wirral Grammar School for Boys is a department of 2 staff. There are five Computer Science & IT classrooms, and all have interactive screens. Three occupy rooms within the newest section of the school. Computer Science & IT sits within the BILL (Business, ICT, Law & Languages) Faculty.

Recently, our school has moved from a two-year KS3 programme of study to a three-year KS3. For KS3 Computer Science & IT, classes are taught 2 lessons a fortnight. At Key Stage 4, the students have the option of taking either Computer Science (AQA) or Information Technology (OCR Cambridge National Level 2 Certificate). During Y10 & Y11 they have 5 lessons per fortnight for Computer Science and 5 for Information Technology.

The hard work of the department and focus on a strong skills-based curriculum across Key Stage 3 has enabled the department to consistently achieve excellent Progress 8 scores. The department achieves superb results. In 2024, 90% of all GCSE grades were 4 and above. The department takes its responsibility of providing first-class teaching seriously and we take every opportunity to ensure that our students achieve the highest possible grades.

This year we have 17 students studying Computer Science at A Level and expect to maintain these figures moving forward.

The Department also acknowledges the need for teacher well-being and sees it as being crucial to a successful teacher. To support this, we have shared schemes of work for all year groups so that planning is minimal and a reasonable feedback policy. The department is warm and supportive with a good sense of humour, coupled with a passion for the subject.

Core purposes for this role

Please note that a generic job description for a department head is also listed within this information.

The core purposes are:

- Having responsibility for standards of achievement and academic welfare of students
- Providing a lead on the development of resource materials appropriate for the needs of the students studying Computer Science & IT.
- Establishing Computer Science & IT as an option subject in the A Level curriculum each year and raising awareness of the course content and demands to students in Year 11
- Providing support, direction and line management to the staff in the department
- Co-ordinating with the Faculty Head to ensure that the needs and abilities of all students are met.



- To provide advice and direction to the school's Leadership Team in all matters relating to the Computer Science & IT curriculum
- To engage in regular meetings with the Faculty Head on matters relating to curricular development, course provision and assessment
- To actively engage in the development and sharing of teaching and learning pedagogy on a whole school basis through the activities of the Teaching and Learning Group
- Producing external examination entry lists, coursework marks and samples
- Developing and managing the assessment, target-setting and monitoring arrangements that are required by all departments.
- Managing the resource allowance for Computer Science & IT in order to optimise its use.
- Working with other subject leaders to ensure that standards, ideas sharing and assessment methods are of a consistently high standard.
- Developing opportunities for the extra-curricular enrichment of Computer Science & IT teaching through lunch-time activities, visits and partnerships with other schools, industry and Universities

Skills/Competencies required

- A well-qualified Computer Science/ IT graduate (or related subject)
- Experience of taking a lead role in the development of curriculum and resource materials with evidence of positive outcomes
- Experience of having taught across KS3, 4 and possibly 5.
- Experience of all-ability teaching with a particular awareness of the needs of able students
- A high level of ICT competency; an ability to use ICT effectively in planning and teaching.
- Knowledge of current developments in Computer Science & IT.
- The potential to lead a team of well-qualified and highly professional individuals.
- Experience and evidence of having engaged in good quality subject-related professional development.
- When necessary be able to work under pressure and assume accountability for standards.
- Able to prioritise and delegate as appropriate.
- Proactive in the development and use of innovations in teaching and learning pedagogy.
- Fully familiar with the use and application of assessment data for the purpose of target setting, pupil mentoring and the evaluation of department performance.

Application process

The closing date is Monday 3rd February 2025 at noon, with interviews taking place later that week. Should you wish to visit the school prior to submitting your application, please email Anna Groves recruitment@wirralgrammarboys.com

In your application you should include the following:

- Completed Application Form
- Recruitment Monitoring Form
- A letter of application in which you address the following using each as a **separate heading**:
 - My experience to date
 - Why I want to be Head of Computer Science & IT at Wirral Grammar School for Boys
 - What my first 3 priorities would be if I was appointed
 - What else I would bring to enhance the broader education of the students at WGSB



Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. **We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.**

Applications **together with all supporting documentation (as indicated in the application process above)** should be emailed to recruitment@wirralgrammarboys.com



Standard Post Description (Curriculum Leader)

Job Title:	Head of Department
Responsible to:	Faculty Head and Headteacher
Location:	Wirral Grammar School for Boys

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed below are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Job Purpose

To provide professional leadership and management of the subject area in order to secure high quality teaching, the effective use of resources and improved standards of learning and achievement of all students.

Objectives

1. To raise standards of student attainment and achievement within the subject area and to monitor and support student progress.
2. To be accountable for student progress and development within the subject area.
3. To develop and enhance the teaching practice of others.
4. To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the school and the Curricular Policies determined by the Board of Governors and Headteacher.
5. To make a valuable contribution to the management of the whole school.

Key Tasks

- Development of appropriate syllabuses, resources, Schemes of Work, marking policies, assessment.
- To actively monitor and support student progress.
- To work with colleagues to formulate aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To manage and ensure effective resource management/planning for the subject area. To ensure that the planning activities reflect the needs of students within and the aims and objectives of the school.
- To ensure that Health & Safety policies and practices, including risk assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the school's Premises and Health & Safety Manager.

Main Responsibilities as Head of Subject

- To liaise with the appropriate Leadership Team Line Manager (Head of Faculty) to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation.



- To lead curriculum development for the subject.
- To keep up to date with national developments in the subject as well as teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with Leadership team to maintain accreditation with the relevant examination and validating bodies.
- To be responsible for the development of Key Skills in the subject.
- To implement subject area self-review and contribute to self-evaluation and planning.
- Motivate and engage students through the development of systems that promote pupil voice.
- To establish challenging targets within the subject area and to lead the team towards their achievement.

Management and Assessment

- To ensure that any information concerning the subject is accurate and up to date on the school management information system (Bromcom)
- To make use of analysis and evaluate performance data
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress and the action taken
- To produce reports within the quality assurance cycle for the subject area
- To produce reports on examination performance, including the use of value-added data
- In conjunction with the relevant Senior Manager, to manage the subject area collection of data
- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases, contribute to school newsletters
- To lead the development of effective subject links with partner schools and the community, attendance and the effective promotion of subject at Open Days/Evenings and other events
- To actively promote the developments of effective subject links with external agencies
- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the subject area budget, acting as a Cost Centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records

General Duties

- To monitor and support the overall progress and personal development of students within the subject area.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to, and that appropriate action is taken where necessary.
- To contribute to PSHE, Citizenship and Enterprise Education according to school policy.
- Setting, monitoring and ensuring high standards of behaviour in line with school policy.
- To adhere to the policies and procedures of Wirral Grammar School for Boys.
- To carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teacher Standards.
- To share in the corporate responsibility for the development and well-being of all students.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community based on mutual respect between students and staff.
- To take reasonable care of one's own health and safety and that of others.



Ethos

Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution.

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



LIFE AT WGSB

WGSB is an oversubscribed grammar school of more than 1000 students aged 11 to 18, including sixth form of over 260. We are one of 163 selective grammar schools in England. We are a stand-alone academy. Increasingly we are seeing external applicants join the sixth form which is further energising our student body. In 2021 we celebrated the school's 90th anniversary.

We are very much a community-centred and inclusive school. The socio-economic mix of our school is not typical of other grammar schools and as such we believe that academically minded and talented students, regardless of their background or needs, should have equal opportunities to benefit from a grammar school education.

Our school motto is '*Sapientia Ianua Vitae*' or 'Wisdom is the Gateway to Life'. We want our students to discover more through their learning, thrive in our positive environment and develop a true sense of belonging.

At the end of our 90th year the school body worked to re-draft our values statement. Many values have remained the same, but we move with the times and these better reflect WGSB.

- **A culture of care and compassion that has at its centre the wellbeing of all within the community.**
- **A school that offers a breadth and variety of opportunities and experiences to all students.**
- **An environment where all students aspire to meet or better their personal best every day.**
- **A population of unity where commonalities are celebrated and difference is valued and nurtured.**

At WGSB our combination of core values, educational excellence and caring, committed staff provides an enriching environment in which to learn. We have offered a distinct education on the Cross Lane site since 1931 and will continue to do so.

A good school gets the fundamentals right by building high standards across all aspects of school life and embedding and sustaining these standards within the habits and routines of its daily life... but we don't want to just be good, we want to be great for our students and our community.

In other words, our aim is in inspiring, challenging, and **supporting students to belong**, to fulfil their potential, and to do good and right things as happy, creative, and motivated young people.

We constantly review the curriculum on offer to our students, and we work hard to ensure that teaching is of the highest quality and learning is both interesting and fulfilling. But this is only part of the education that is on offer. Our co-curricular programme offers genuine enrichment inside and beyond the classroom.

Sport (rugby, hockey, cricket, basketball, table tennis, athletics, handball) music (rock band, samba band, pop choir, multiple ensembles), theatre, art, textiles, D of E Award, chess, board games, creative writing, charity work... the list goes on. Thanks to the commitment of our incredible staff, what is on offer here at a state school is remarkable, providing that all-round education that we want our students to have access to. Because, for us it is important that the students mature into confident young adults, equipped with the qualifications and skills that they will need to make their next, successful steps in life.



STAFF WELLBEING

The wellbeing of staff is central to the approach taken by Governors and the Leadership Team at WGSB. We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours.

WGSB is a supportive institution with exceptional rates of staff retention. Our new staffing structure incorporating faculties has created new progression opportunities.

Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff are fully consulted on the academic calendar
- Reduced data collections and reporting
- Student Enrichment and Staff Wellbeing Lead in place
- Governors that meet regularly with staff to gather feedback, both monitoring and responding to staff needs.
- Greater PPA time than national recommendations
- One PPA per fortnight at home – either at beginning or end of the day
- A flexible and generous approach to family appointments and child events (including Family Flexi Day)
- Staff cake baking events
- Complimentary fruit and pastries mornings
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Watching Others
- Headteacher 'Open Door' policy

We hope you can join us!

