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Headteacher: Mr D Watson BSc
Deputy Headteacher: Mr M Henderson BA
Senior Assistant Headteacher: Mrs K L Gammack BSc, MEd

DW/CM

11 August 2020

Dear Applicant

ICT Technician (Permanent)

APT & C Scale: Grade 5 Point 7-9 (£19,554 - £20,344 pa)

Thank you for your interest in the above post. We are an 11 – 18 mixed, converter academy serving the Catholic community of St Oswin's Deanery (Diocese of Hexham and Newcastle). We have a well-balanced, genuinely comprehensive intake, which is one of our great strengths. The ability profile on entry is above the national average and free school meals uptake is below the national average. We have an excellent reputation locally and nationally for the quality of our ethos, teaching and learning, high achievement, and sustained improvement over time. Ofsted last inspected the school in October 2017, judging it as "Good" - "Pupils make good progress because of their positive attitudes to learning, and the strong relationships they have with staff... The values of respect, tolerance and humility permeate the school and leaders' active promotion of pupils' social, moral, spiritual and cultural development is tangible and exceptional... There is a philosophy of continuous improvement in the school." The Diocese of Hexham and Newcastle also inspected the school in December 2014 under section 48 of the Education Act - "The Catholic Life of St Thomas More Catholic Academy is outstanding in the way it lives out its mission to the school and wider community." This is reflected in strong parental support for and confidence in the school. The academy website will give you an insight into our work and ethos: www.stmacademy.org.uk.

Our reputation and practice are excellent with regard to professional development for all staff. Our experience and expertise are especially strong in ITT and NQT work, in leadership development programmes at middle and senior leadership levels, and in providing opportunities for staff to deliver CPD as well as participate. There is a very strong, recognised learning culture across the school. Our collaborative approach extends to working with other schools within North Tyneside, and with other Catholic schools in the Diocese. We have dedicated professional developmental time each Tuesday afternoon and there are many opportunities for staff to deliver CPD activities both within school and at local level.

We wish to appoint as soon as possible a professional, reliable and flexible person with an interest and ability in working as ICT Technician.

Duties will include:

- Provide general IT technical support to pupils and staff for a mixture of PC and mobile operating systems.
- Maintenance and support of Audio Visual equipment.
- Facilitate the effective availability, use and maintenance of IT equipment as required by staff/curriculum/lesson plans.
- Carry out routine tests / maintenance of IT equipment as required.

- General maintenance of IT equipment.
- Preparation and Installation of IT equipment.
- Demonstrate & assist others in safe & effective use of IT equipment.
- Assist in the maintenance of asset records of resources and their usage.
- Assist in health and safety awareness within specialist resource area
- 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.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and Performance Management, as required.
- Contribute to the effective working of the department.

The postholder must at all times take a pride in the Academy and their own general appearance. Previous experience would be beneficial but training will be provided.

I am enclosing the following:

1. Advertisement details
2. Job Description
3. Recruitment and Selection Policy Statement
4. A copy of the Mission Statement
5. Application Form (inc. Notes to Applicants, Recruitment Monitoring Form, Rehabilitation of Offenders Act).
6. DBS (formerly CRB) Information

The closing date for application forms is at 3pm on **Friday, 4 September 2020**. **Shortlisting** will take place soon after the closing date. Interviews are expected to be held during the week commencing the 14 September. If you have not heard from us by **Friday, 11 September 2020** please assume that you have been unsuccessful, only the successful candidates will be contacted by the school.

We look forward to receiving your application.

Yours sincerely



Mr D Watson
Headteacher

Encs.