

# CHANCE COMMUNITY

## Job Application Pack



*Excellence has no limits*



Churchbury Lane  
Enfield Middlesex  
EN1 3HQ  
Headteacher: T Douglas BA (Hons) MA NPQH

☎ 0208 363 7321  
✉ [chace@chace.enfield.sch.uk](mailto:chace@chace.enfield.sch.uk)  
🌐 [www.chace.enfield.sch.uk](http://www.chace.enfield.sch.uk)



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📧 chace\_community  
📍 chace\_community

Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook* for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. Our provision and achievement continue to improve, and we are currently at the final stages of our school rebuilding programme. From September 2026 our students and staff will move into a brand new, state of the art, modern and sustainable building that will be an excellent place for us to work and learn.

If you are thinking of joining us, please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes

Ms Tanya Douglas

Headteacher



## Subject Leader of Computing and Digital Learning

Status: Permanent

Scale: MPS/UPS + TLR2b

Start date: January 2027 (Earlier if possible)

We are seeking to appoint a well-qualified and suitably experienced teacher to join our well established Computing department as Subject Leader of Computing, AI and Digital Learning and BTEC Quality Nominee. We are looking for someone with an ability to **lead, support and motivate a team of teachers, promoting professional development, collaboration, and innovative teaching practices** to stimulate curiosity and interest in this subject. The Subject Leader of Computing role is a key middle management position at our innovative and growing school and acts to ensure the provision of a well-rounded, forward-looking, and exciting curriculum as well as monitoring the quality of teaching and learning across the department.

You will join an established team who achieve good results and are committed to ensuring that no child is limited by their background, but that all are inspired to progress beyond their potential and empowered to be the leaders of tomorrow. You will also be joining a highly committed, fully staffed department of expert practitioners who are passionate about our school and a subject that they love.

This is an exciting time to join our community. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do. In April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is **Friday 16<sup>th</sup> October 2026 at 12pm** and interviews will take place the commencing **19<sup>th</sup> October 2026**, subject to references.

Please send completed applications to [recruitment@chace.enfield.sch.uk](mailto:recruitment@chace.enfield.sch.uk) by the closing date. Please note CVs will not be accepted. For the full job description and person specification and application form, please visit our website [www.chace.enfield.sch.uk](http://www.chace.enfield.sch.uk).

***Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.***

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*

## Job Description and Person Specification: Subject Leader of Computing and Digital Learning

### JOB DESCRIPTION

|              |   |                                                  |
|--------------|---|--------------------------------------------------|
| Post Title   | : | Subject Leader of Computing and Digital Learning |
| Status       | : | Permanent - Fulltime                             |
| Line Manager | : | Assistant Headteacher                            |
| Allowance    | : | Main Pay/Upper Pay Scale + TLR2b                 |
| Start Date   | : | January 2027 (Earlier if possible)               |

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

### Purpose of the job:

The Subject Leader of Computing and Digital Learning is the lead member of staff delivering the school's computing curriculum and ensuring students and staff have the digital literacy to navigate the 21st century, including overseeing the school's understanding and strategy around Artificial Intelligence (AI). The Subject Leader of Computing, with support of a Senior Leader, will act as the BTEC Quality Nominee. As a teacher you will have responsibility, in accordance with the School Teachers' Pay and Conditions Document, for the education and welfare of designated classes of students at Chace Community School. Your duties will be carried out with due regard for the requirements of the National Curriculum, Chace Community School's aims and the policies of the Governing Body.

### Qualities

The Subject Leader of Computing will:

- Maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have high expectations of young people and be aligned to our belief that '*Excellence has no limits*'

### Duties and responsibilities:

We share a commitment to learning and raising achievement for all and have high expectations of all our students. To this end all teachers will be expected to:

- teach students principally in your own subject across the age and ability range and in accordance with agreed schemes of work and assessment for learning, recording and reporting procedures;
- share responsibility for ensuring the safety, well-being and discipline of all the students at the school;
- adhere to all school policies and procedures as laid out in the Staff Handbook, taking cognisance of all additions and amendments throughout the school year;
- participate in the development of appropriate materials and schemes of work within your department and in co-operation with colleagues;
- carry out a share of supervisory duties (break duty and exam invigilation for example) in accordance with agreed rotas;

- participate in appropriate meetings with parents and colleagues relating to all aspects of your work as a teacher at Chace Community School;
- carry out the role and responsibilities of a tutor as required;
- carry out other duties as reasonably required by the Head.

## **Subject Leader of Computing and Digital Learning**

The Subject Leader of Computing will lead on the strategic planning and effective day to day running of the Computing department to raise achievement and standards at every Key Stage and be accountable for all matters related to computing provision across the school.

### **(a) The Curriculum**

The Subject Leader of Computing will be expected to:

- design and refine an ambitious computing curriculum that develops pupils' understanding of technology, digital systems and computational thinking.
- ensure clear progression in computing knowledge, digital literacy and computational thinking across all year groups
- ensure that the computing curriculum remains coherent, well sequenced and aligned with the school's wider educational vision.
- oversee all work within the department, ensuring that the learning experiences offered to students are challenging, relevant and in accordance with national guidelines
- carry out regular activities to keep the computing department under review, including learning walks and work scrutiny and write up associated reports
- keep up to date with all curriculum developments in their field and encourage new initiatives to improve learning and teaching and raise achievement
- ensure that detailed differentiated schemes of learning (Medium and Long Term Plans) are prepared in line with national requirements and school policy
- nominate and maintain lists of Able and Ambitious students and ensure these students are sufficiently challenged in computing lessons
- ensure grouping arrangements at KS3 and 4 are appropriate based on students needs and are regularly reviewed following assessments
- ensure that students' work is regularly assessed that progress is monitored and that accurate records of students' progress are kept
- oversee home learning and monitoring the setting and completion of home learning in line with school policy
- devise and implement strategies for celebrating students' achievement e.g. regular display of work and in assemblies
- develop and maintain effective links with the Heads of Learning and SENCO, to ensure the needs of students with Special Educational Needs and diverse learning needs, including bilingual students, are met, in line with the Code of Practice and school policies
- oversee the development of cross-curricular links, as appropriate
- liaise with the Examinations Officer and Assistant Headteacher with responsibility for exams in the conduct of both public and internal examinations, ensuring students are accurately entered for the correct tier and relevant examination papers are made available
- complete data analysis for the department in a timely manner and put interventions in place for key students with the wider team
- use meeting time to moderate and standardise student work to support the accuracy of predictions and targeted intervention
- promote computing across the school and support the recruitment and retention of courses at KS4 and KS5, including regularly updating course information for Year 9 and Post 16 options and the school website
- deliver assemblies as part of the school's assembly/collective worship programme promoting computing alongside the school's vision and values
- complete the annual exam review and improvement plan to continually improve the quality of education in computing

**(b) AI and Digital Learning**

- To lead on the implementation of the school's AI Policy and develop a strategy to ensure that School policy is regularly updated in line with best practice including aspects of safeguarding.
- Ensure that students develop the knowledge, skills and judgement needed to:
  - to navigate an increasingly digital and AI-influenced world
  - use technology, confidently, safely and responsibly
  - think critically about digital content and AI generated outputs
  - create design and problem solve using digital tools
  - demonstrate independence and good judgement in digital spaces.

**(c) BTEC Quality Nominee (Please note training can be provided on this aspect of the role if this is an area which candidates are not familiar with)**

- Ensure that all BTEC courses delivered at the school meet the awarding organisation's standards and comply with all regulatory requirements by working with the Subject Leaders responsible for their BTEC courses
- Maintain up-to-date knowledge of BTEC policies, procedures, and assessment criteria.
- Oversee internal verification processes to ensure assessment is valid, reliable, and consistent across all BTEC courses.
- Provide or coordinate training and professional development for BTEC teaching staff on assessment standards, internal verification, and quality assurance processes.
- With the BTEC Subject Leaders, ensure accurate submission of student registrations, entries, and results to the awarding body.

**(d) Professional Support**

The Subject Leader of Computing will be expected to:

- advise and support department members in order to promote their personal development and to facilitate the effective development of the department as a whole
- participate in appraisal arrangements as part of CPD
- take a leading role in maintaining a disciplined, well ordered, purposeful, learning environment within the department, supporting colleagues as needed with behaviour
- ensure that Early Career Teachers, beginner teachers and new staff are given appropriate advice, induction and support, including training and assigning mentors
- ensure that appropriate work is set for absent colleagues in the department
- carry out duties, in line with the expectation of all Middle Leaders, such as On Call and other school duties

**(d) Communications**

The Subject Leader of Computing will be expected to:

- attend, contribute to and lead meetings as a Middle Leader as appropriate
- convene regular Department meetings and ensure that minutes are kept
- keep Department members informed of curriculum developments
- liaise with parents as and when appropriate, regularly sharing information about the Department in Parent Bulletins and on the school's social media platforms
- liaise with parents as and when appropriate, including Parent Consultation Evenings and other school events

**(e) Resources**

The Subject Leader of Computing will be expected to:

- ensure that department budget allocated and spent appropriately in consultation with your line manager
- keep an up-to-date inventory of all equipment and resources, including annual updating of all stock books relevant to the department

- complete risk assessments and vigorously monitor Health & Safety at work practice to ensure that the general environment within the department area is in keeping with accepted health and safety procedures and legislation
- liaise with the appropriate SLT members on staff deployment and timetabling matters, ensuring teachers and Teaching Assistants are assigned to appropriate groups
- liaise with the appropriate SLT member on the professional development of staff
- advise and assist the Headteacher on staffing matters e.g. staff recruitment and interviews.

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.*

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

## PERSON SPECIFICATION

| Qualities and Attributes                                                                                                 | Essential | Desirable | Evidenced by          |
|--------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------|
| <b>Qualifications</b>                                                                                                    |           |           |                       |
| 5 GCSE and A Levels (A*-C or 4-9) or equivalents                                                                         | ✓         |           | Application           |
| Qualified Teacher Status                                                                                                 | ✓         |           | Application           |
| Honours degree or equivalent                                                                                             | ✓         |           | Application           |
| A range of in-service training which includes accreditation                                                              |           | ✓         | Application           |
| <b>Experience</b>                                                                                                        |           |           |                       |
| Worked in more than one school                                                                                           |           | ✓         | Application           |
| Raising achievement in Computing for whole cohorts or groups of students                                                 | ✓         |           | Application/Interview |
| Delivery of consistently good or better lessons                                                                          | ✓         |           | Application/Interview |
| Effective behaviour management strategies                                                                                | ✓         |           | Application/Interview |
| Use of assessment data to identify underachievement and plan teaching and learning to improve                            | ✓         |           | Application/Interview |
| Leading a team towards a shared goal                                                                                     |           | ✓         | Application/Interview |
| <b>Knowledge and Skills</b>                                                                                              |           |           |                       |
| Understanding and knowledge of the National Curriculum for Computing at KS3, 4 and 5                                     | ✓         |           | Application/Interview |
| Understanding of KS4 and 5 accountability frameworks, including Ofsted                                                   |           | ✓         | Application/Interview |
| Ability to communicate effectively, orally and in writing to a range of audiences e.g. staff, pupils, governors, parents | ✓         |           | Application/Interview |
| An understanding of strategies for raising student achievement and attainment through                                    | ✓         |           | Application/Interview |

|                                                                                                                              |   |  |                       |
|------------------------------------------------------------------------------------------------------------------------------|---|--|-----------------------|
| effective teaching and learning                                                                                              |   |  |                       |
| Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school | ✓ |  | Application/Interview |
| Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines               | ✓ |  | Application/Interview |
| A learner, willing to undergo training and learn new skills as necessary                                                     | ✓ |  | Interview             |
| Strong interpersonal skills                                                                                                  | ✓ |  | Interview             |
| <b>General/Personal Qualities and Characteristics</b>                                                                        |   |  |                       |
| A commitment to the school's vision and values                                                                               | ✓ |  | Application/Interview |
| High expectations for all pupils and the ability to inspire, challenge, motivate and empower others                          | ✓ |  | Application/Interview |
| A 'can do attitude' and an ability to solve issues as and when they arise                                                    | ✓ |  | Application/Interview |
| Adaptable to working within a team                                                                                           | ✓ |  | Application/Interview |
| A calm demeanour and the ability to work well under pressure                                                                 | ✓ |  | Application/Interview |
| A commitment to the protection and safeguarding of children and young people                                                 | ✓ |  | Application/Interview |
| A commitment to equality of opportunity and inclusion                                                                        | ✓ |  | Application/Interview |

## **Application Process**

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school values '**Belonging, Responsibility, Excellence**' and our school motto '**Excellence has no limits**'. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at [recruitment@chace.enfield.sch.uk](mailto:recruitment@chace.enfield.sch.uk)

*Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.*