

INSPIRATIONAL
Box Hill School



Part Time Teacher of
Computer Science

Candidate Pack

Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

Round Square: Where Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



Job Purpose

Directly Responsible to: Head of Digital Learning and Innovation.

Areas of Responsibility

Your Professional Duties

You are expected to act in accordance with the aims, policies and administrative procedures of the school. The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Specific Duties and Responsibilities

We are looking for a part time teacher of Computer Science with the successful applicant having strong subject knowledge of the theory of Computer Science **and** be comfortable teaching programming skills from novice level up to **GCSE**, in preparation for online coding papers that have been introduced into this year's specification. From September 2025, the department will also be introducing a new qualification for years 7 and 8: the OCR Entry Level Certificate in Computer Science. The successful candidate will have the opportunity to be closely involved with the setting up and delivery of this exciting new qualification

The Department

Computer Science is taught in Years 7-13 and offers the Cambridge International A Level and Edexcel GCSE as optional subjects. Key stage 3 students, currently study a range of topics but with a heavy emphasis on problem solving and coding in Python.

Resources

At Box Hill School, all students are equipped with their own device and Microsoft Teams is our delivery platform. Teachers are also provided with a laptop.

The IT infrastructure and systems are managed by an exceptional IT Support Team, who work closely with the Computer Science Department to ensure that all new innovations are successfully implemented.

Professional Standards:

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Attend staff meetings and Professional Development days.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Take responsibility for matters relating to health and safety.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacy, stimulating and challenging in line with the school's schemes of work.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Faculty Lead and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment.

Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development, effort, progress, and attainment of pupils.
- Mark work according to agreed guidelines.
- Communicate and consult with parents both formally during parents' evenings and informally, as required.
- Make effective use of assessment information to promote and facilitate pupil progress and well-being.

Professional Development and Appraisal

- Review from time to time your own teaching methods and use of resources.
- Have knowledge of and keep up to date with current pedagogy.
- Actively participate in arrangements for your professional development as a teacher.
- Actively participate in arrangements for the appraisal of your performance.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Maintain positive working relationships with pupils, colleagues, parents, and other members of the school community.
- Actively contribute to the extra-curricular life of the school through involvement in clubs, outreach activities and, as required, residential trips
- Attend staff meetings, assemblies, parent information evenings as required.
- Attend major events such as the Carol Service, evening concerts and performances, as required.
- Participate in Open Events.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.
- This job description may be amended at any time, after consultation with you.
- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy.

Person Specification			
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • A good honours degree in a related subject • A recognised teaching qualification 	QTS	Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Experience of teaching students with a wide range of abilities, including those with SEND 		Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> • Good IT skills • Demonstrate an enthusiastic and imaginative approach to teaching the subject • Ability to use ICT in the classroom • Excellent interpersonal skills • Strong time management and organisational skills • Ability to differentiate within the classroom 	<ul style="list-style-type: none"> • Sporting, musical, dramatic, artistic or other skills which can feed into the extra-curricular programme 	Contents of the application form Interview Professional references

<p>Knowledge</p>	<ul style="list-style-type: none"> • Teaching strategies which enable learners to make excellent progress across all abilities • Lively, fun approach to teaching and learning 		<p>Contents of application form</p> <p>Interview</p> <p>Professional references</p>
<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience • An approachable, professional colleague and classroom practitioner • Flexible and well organised, with a good sense of humour 	<ul style="list-style-type: none"> • Able to work independently using a wide range of resources • Able to create original classroom resources • Sensitive to the challenges presented by children who are far from home 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Terms and Conditions



Staff on site
parking



Use of the
school gym



Staff discount
on school fees



Lunch is
provided free of
charge during
term time



Pension Scheme
provided
through Aviva
Pension Trust
for Independent
Schools



Cycle to work
scheme

Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.

Applications

The successful applicant will be required to complete a pre-employment medical questionnaire.

Salary competitive within the sector and commensurate with the successful candidate's experience

Applicants are required to complete the school's Application Form and Equal Opportunities Monitoring Form.

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment process, available on the website's [Current Vacancies page](#).

Applications should be sent to: hradmin@boxhillschool.com

Early applications are encouraged as we reserve the right to appoint before the closing date.

The closing date for applications is Wednesday 26th March 2025, **13.00**.

Interviews will take place from Monday 31st March 2025.

