



**THE MOUNT SCHOOL YORK**

**APPLICATION PACK FOR**

**TEACHER OF COMPUTING & E-LEARNING (PART-TIME)**

***The closing date for applications is 28 March 2025 9:00am***

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

*The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



## **LIFE AT THE MOUNT SCHOOL YORK**

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As one of the UK's largest tourist destinations, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world-famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates boys and girls in the junior school, and girls in the senior school, with approximately 230 pupils in total. The Mount offers a comprehensive boarding programme for senior school girls, a provision which is currently over-subscribed.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality, social justice and sustainability, although fewer than 5% of our pupils come from Quaker families. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers. We are an iPad School and all pupils and staff work with iPad technology.

The Mount is an academically selective school and academic success at both GCSE and A Level is high. Sport, Music and the Arts provide opportunities for the girls to develop their individual strengths and talents, not only in School but at county and national level too. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount School provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts.



## **APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE**

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Candidates should be aware that all posts in the School involve some degree of regulated activity and responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are conditional, including requiring a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The school is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Head.

### **Invitation to Interview**

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and a photocard driving licence as a form of photographic id
- A full birth certificate
- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Documentary evidence of right to work in the UK, such as birth certificate, passport, home office documentation.



## INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing The Mount School York Application Form in full. A CV will **not** be accepted in substitution for completed application forms.
- Applications should be addressed to Michael Aldridge, Head of HR and sent by post to The Mount School, Dalton Terrace, York YO24 4DD or email to [recruitment@mountschoolyork.co.uk](mailto:recruitment@mountschoolyork.co.uk)

### Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders' Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

### Previous Employment

Please provide within the application form a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training. Please use no more than two additional sheets as necessary.

### References

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. We may approach previous employers for information to verify particular experience or qualifications. Unless otherwise specified, references for shortlisted candidates will be requested prior to the interview.

### Online Checks

Please note that for the successful candidate The Mount School York completes online checks in line with DfE guidance.

### Safeguarding Policy

As part of the Safer Recruitment Process stipulated by the guidelines in Keeping Children Safe in Education, applicants are required to be aware of the School's Safeguarding Policy. Please click on the link below to download the Policy.

<https://www.mountschoolyork.co.uk/wp-content/uploads/2023/10/Safeguarding-and-Child-Protection-Policy.pdf>

We look forward to receiving your application by **28 March 2025**



## **BENEFITS AND SALARY FOR TEACHER OF COMPUTING & E-LEARNING (PART-TIME)**

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- Salary based on The Mount Teacher's Pay Scale, depending on experience (M1-M6).
- Part time 0.2-0.6
- Term Time 35 Weeks
- Use of the School's excellent facilities including reduced rates to use the Fitness Suite
- Free on-site parking.
- Subsidised quality meals and refreshments during term.
- Salary paid monthly into a bank account on the 25th day of each month.
- Pension Scheme.

## **TEACHER OF COMPUTING & E-LEARNING (PART-TIME)**

The Mount seeks to appoint an energetic, talented, and innovative part-time Teacher of Computing & E-Learning to teach up to GCSE level. You will inspire excellent attainment in the subject in public examinations by promoting high standards of teaching and learning, advising pupils and parents on progress, giving clear guidance for improvement, and participating in parents' evenings.

The successful candidate will be an outstanding Computing specialist. The ability and willingness to offer it to A-Level if the need arose would be desirable.

This job description provides an overall indication of the responsibilities associated with the position but is by no means all-encompassing or fixed.

The Mount School, York is an equal opportunities employer.

Starting date: September 2025

### **Job Description: Teacher of Computing & E-Learning**

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Aims of post of responsibility:	<ul style="list-style-type: none"> <li><i>To sustain and improve the quality of education and in particular Languages offered to the pupils in the school through promoting the highest possible standards of education, equality of opportunity and an environment which is conducive to excellence in learning and teaching.</i></li> <li><i>To promote the ethos of the school through participation in the construction and implementation of the School Development Plan and in relevant curriculum developments.</i></li> </ul>
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Reporting to:	<ul style="list-style-type: none"> <li><b>Deputy Head of School</b></li> </ul>
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Hours of work:	<ul style="list-style-type: none"> <li>Part-time</li> </ul>
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### **Specific Responsibilities as Teacher of Computing & E-Learning**

Teaching and Learning	<ul style="list-style-type: none"> <li>Have regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to them.</li> <li>Develop appropriate schemes of work where required.</li> <li>Plan and prepare courses and lessons according to the Departmental Scheme of Work.</li> <li>Teach, according to their educational needs, the pupils assigned to them, including the setting, and marking of work to be carried out by the pupils in school and elsewhere. Challenge pupils to work at the appropriate pace and level.</li> <li>Assess, record and report on the development, progress, and attainment of pupils. Monitor the progress of pupils and set and assess appropriate and challenging class work and homework.</li> <li>Promote their subject by organising and participating in extra-curricular activities.</li> <li>Always maintain good order in the classroom. Ensure that teaching rooms are well maintained, and displays are current and in good condition.</li> <li>Check attendance in all classes accurately.</li> <li>Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.</li> <li>Supervise and, so far as practicable, teaching any pupils whose teacher is not available to teach them.</li> <li>Participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.</li> </ul>
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Other Activities	<ul style="list-style-type: none"> <li>• Contribute, wherever appropriate, to the wider life of the school.</li> <li>• Because The Mount School is a Boarding School it is expected that a teacher will perform the following duties: <ul style="list-style-type: none"> <li>○ Be part of the staff weekly duty and boarding duty rota as and when deployed.</li> <li>○ Saturdays – 3 school open mornings/inset days in the Autumn and Spring term, plus Christmas Meeting (Saturday am at the end of Autumn Term).</li> <li>○ 2 Days inset at the start of Autumn Term</li> <li>○ Staff are expected to run at least one after school activity per week lasting 45 minutes.</li> </ul> </li> </ul>
Pastoral Care	<ul style="list-style-type: none"> <li>• Act as a Personal Tutor within an allocated year group.</li> <li>• Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him as a tutor.</li> <li>• Provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.</li> <li>• Make records of and reports on the personal and social needs of pupils.</li> <li>• Attend meetings for worship, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.</li> <li>• Communicate and co-operate with persons or bodies outside the school.</li> <li>• Participate in meetings arranged for any of the purposes described above.</li> </ul>
Assessment Reporting	<ul style="list-style-type: none"> <li>• Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.</li> </ul>
E- Learning	<ul style="list-style-type: none"> <li>• Coordinate and collaborate with the IT Manager to plan and deliver staff ICT INSET training, leading on sessions as required.</li> <li>• Assist new pupils and staff with setting up their devices, ensuring access to Office 365, emails, and timetables.</li> </ul>
Performance Review/Further Training and Development	<ul style="list-style-type: none"> <li>• Participate in arrangements made by the school for the review of your performance.</li> <li>• Attend the five staff development days arranged each year (usually before the start of term or following the end of term).</li> <li>• Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements.</li> </ul> <p>Give feedback to the Department on any training attended.</p>

*The post holder may be asked by the Head to carry out other such reasonable duties as may be required for the benefit of the School.*

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**PERSON SPECIFICATION FOR TEACHER OF COMPUTING & E-LEARNING  
(PART-TIME)**

	Essential	Desirable
Can teach Computing to GCSE level	√	
Can teach Computing to A-Level		√
Qualified Teacher Status (QTS)	√	
Strong organisational skills	√	
Excellent IT skills, including the use of an iPad and Microsoft Office Suite	√	
Ability to demonstrate personal honesty and integrity	√	
Ability to communicate well with staff, parents, and students, both orally and in written form	√	
Ability to work independently and as part of a wider team	√	
Sympathy for the School's Quaker ethos and values	√	
Ability to teach Robotics/Coding as part of the extra-curricular programme		√
The skills to run at least one extra-curricular activity	√	