Subject Lead in Computing & Digital Innovation and AI

Telephone: 01206 572544   Email: careers@stmaryscolchester.org.uk

Website: www.stmaryscolchester.org.uk/vacancies

Welcome

Dear Applicants,

Welcome to St Mary''s School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadsership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynaminc learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

NICOLA GRIFFITHS
Principal

The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.
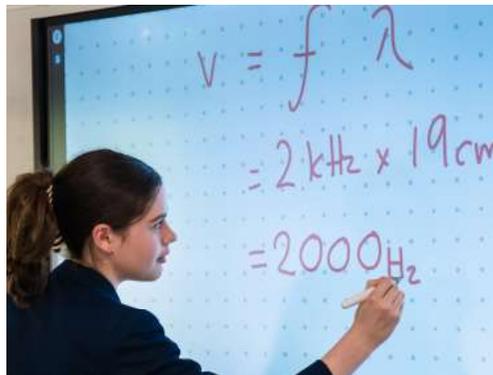
Job description

Job title: Subject Lead in Computing & Digital Innovation and AI (Senior School)

Reporting to: Assistant Head of Senior School (Academic) and Head of Faculty - STEM

Hours: Minimum 0.5 FTE

Salary: Main professional scale/Upper pay scale

Core Purpose

The Subject Lead in Computing & Digital Innovation and AI is a newly created role designed to future-proof teaching and learning through the ethical and creative use of digital technologies, particularly AI, to ensure there is a forward-thinking, digital culture that empowers both staff and pupils. By engaging with both internal and external stakeholders, the Subject Lead in Computing & Digital Innovation and AI will also harness the best ideas and practices within the education sector to elevate the Senior School's current offering and also lead on the development of other technological initiatives as outlined in the School's strategic plan.

The Subject Lead in Computing & Digital Innovation and AI will build on the department's current success, ensuring that all Senior School pupils continue to develop their understanding, their love of the subject and, as a result, become proficient in digital literacy.

This role also focuses on incorporating AI into teaching, learning, and administrative processes. Opportunities include developing an AI strategy, deploying the latest developments of this evolving technology, training staff, and integrating AI into the Senior School curriculum. We seek a passionate, experienced individual with an understanding of the applications and uses of AI in an educational setting as well as leadership skills to drive the development forward.

St Mary's School has good computer facilities with a BYOD policy with Senior School pupils mostly using iPads. All Senior School pupils use Microsoft tools such as Teams and OneNote to support their learning. Computing is taught as a compulsory subject in Years 7 – 9. It is envisioned that Computer Science may be introduced in future years, although the focus currently is developing digital skills within specific subjects.

Main Duties
• Lead on digital innovation and digital strategy across the Senior School, articulating and implementing the strategic vision of digital learning and innovation for the Senior School
• Investigate, develop, and lead on e-learning opportunities to help develop the curriculum breadth at the Senior School
• Review and develop current provision of digital learning at the Senior School
• Evaluate and recommend new and emerging technologies and be a discerning advocate, capable of supporting middle leaders across the Senior School to implement these within the curriculum
• Design a dynamic and evolving programme of training to support staff to be confident and fluent in the use of digital technologies and applications
• Leading on the incorporation of AI, including developing an AI strategy for the Senior School
• Work closely with the Assistant Head of Senior School (Academic), Faculty Leads, and Subject Leads to secure an outstanding vision for the use of digital technology across the curriculum, and to ensure that technology sits at the forefront of our learning philosophy
• Undertake the specific responsibilities of a Subject Lead
• Teach computing across KS3, including programming such as Scratch & Python
• Teach computing at KS4 if appropriate and sufficient take-up, focusing on promoting digital literacy
• To gather ideas and good practice from other schools

Subject Lead Responsibilities in the Senior School
• To operate a system for sharing good practice within the Subject/Faculty
• To oversee the management and development of the Subject curriculum
• To play an active role in the development and updating of schemes of work and assessments and to monitor, their consistent implementation
• To develop and promote Subject focused activities and educational visits
• To support the implementation of the Faculty team vision and ethos to raise academic standards
• To choose/plan appropriate syllabuses
• To share good practice and resources with other members in the Faculty
• To contribute to a comprehensive, up to date, Faculty Handbook in electronic format
• To contribute to the development of an annual Faculty improvement plan, which contributes to the achievement of the School Improvement Plan.
• To keep up to date with developments in subject areas as well as teaching practices and methodologies
• To assist the Head of Faculty in supporting whole school events, for example Open Mornings, Parents' meetings, Taster/Experience events
• To help promote and co-ordinate cross curricular approaches and developments, working with other subject teachers
• To keep up to date with national developments in the subject area and teaching practice and methodology
• To develop high quality resources for teaching and learning
• To plan appropriate teaching to meet all the needs of pupils through differentiation
• To be proactive in maintaining up to date subject knowledge
• To participate in the school's performance management process
• To provide cover for absent colleagues as directed by the Cover Supervisor
• To support the effective communication/consultation across the Faculty with parents of pupils
• To liaise with feeder schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as required
• To contribute to the planning and delivery of school liaison activities, for example 'taster' events
• In conjunction with the Head of Faculty, to identify and take appropriate action on issues arising from data, systems, and reports, setting deadlines where necessary and reviewing progress on the action taken

• To support the overall progress and development of pupils within your subject/s in relation to targets set for individuals, ensuring that follow-up intervention procedures are adhered to, to maximise pupil progress
• To ensure that parents are informed in a timely manner of interventions
• To use the reward system and behaviour management system consistently
• To maintain accurate and complete mark book in line with school policy
• To ensure that attendance, progress, behaviour, and attainment of pupils taught within your classes is regularly recorded
• To report to parents on the development, progress, and attainment of pupils
• To ensure paperwork/evidence required for inspection/day to day operations is completed and stored appropriately as directed by the Assistant Head (Academic) in the Senior School
• To work with the Head of Faculty and other teachers within the Faculty, provide or contribute to oral and written assessments, reports and references relating to pupils within the Faculty as and when requested by the Assistant Head (Academic) in the Senior School

Other Specific Duties
• Attend INSET training, staff meetings and briefings as directed by the Senior Leadership Team
• Participate in wider school initiatives, such as Activity Weeks and residential/day trips
• Contribute to the Faculty's offer to the School's enrichment programme so a variety of activities are offered by the Faculty
• Carry out scheduled staff supervisory duties such as at break and lunch times
• Play a full part in the life of the School community, to support its mission and ethos and to encourage and ensure staff and pupils follow this example
• Maintain a visible, professional, and high profile within the School
• Carry out any other reasonable duties that are requested by the Principal

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Person specification

(E) = Essential
(D) = Desirable

Education/Qualifications/Training
- Education to degree level in a relevant subject (E)
- QTS, PGCE or equivalent (E)
- Evidence of Continued Career Development (E)
- A clear understanding of recent developments in teaching and learning and an awareness (E) of national educational developments
- A clear understanding of the principles of personalised learning, including G&T, SEND (E) and EAL
- Understanding of relevant ICT policies and procedures (E)

Skills and Expertise
- Experience of teaching across age and ability range with an ability to teach KS3 and KS4 (E)
- Highly competent and experienced in the use of digital technology (E)
- Experience of leading a subject/department (E)
- Experience implementing AI technologies and understanding of prompt engineering and (D) generative AI
- Experience of developing digital strategy (D)
- Experience of training staff in the use of IT technologies (D)
- Strong knowledge of Windows and Apple technology and apps (E)

Personal Qualities
- Strong analytical and problem-solving skills, combined with a proactive and positive (E) approach to change management (E)
- An ability to lead and inspire others (E)
- An ability to forge good working relationships with others (E)
- Willingness to learn (E)
- Ability to self-evaluate (E)
- A willingness to commit to a whole school ethos (E)

Benefits

Employee Assistance Programme
Confidential 24-hour helpline
Counselling sessions
Wellness app

Meals and Refreshments
Lunch available during term-time
Tea and coffee facilities provided

Physical Health
Occupational health support
Annual flu vaccination
Discounted gym membership
Benenden Healthcare (optional)
Bike2Work Scheme

Financial
Staff discount for School fees (subject to qualifying criteria)
Financial coaching through the EAP
Regular benchmarking of salaries
Access to BlueLight Card and other discounts

Professional Development
Life and leadership coaching through the EAP
INSET training

Additional Benefits
Pleasant working grounds and location
Free parking on site

Application process

Closing date for applications: Friday 3rd October 2025

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:
www.stmaryscolchester.org.uk/vacancies

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: careers@stmaryscolchester.org.uk
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

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Safeguarding

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Please visit www.stmaryscolchester.org.uk/vacancies/ to read our Application & Recruitment process explanatory notes.

Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at www.stmaryscolchester.org.uk/vacancies/
We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.