

**Teacher Job Description**

**Job Title:** Teacher – ICT& Mathematics Teacher

 (Responsibility for ICT & Digital media)

**Accountable to:** Acting head of School

**Main Purpose:**

* To teach students in ICT; Entry Level 1, BTEC and GCSE.
* To analyse and report progress, in ICT to the Senior Management Team.
* To teach students in Mathematics; GCSE.
* To support the Acting Head of School to ensure the smooth running of the College.
* Undertake such duties as are delegated by the Acting Head of School.

**Main duties:**

* To lead on the delivery of ICT & Digital Media across the college
* To teach students in ICT & Digital media, working towards appropriate qualifications; Entry Level, BTEC and GCSE, dependent on students
* To teach a proportion of GCSE mathematics in addition to ICT & Digital Media
* Encouraging students to re-engage with their learning.
* Collaborating with the Examinations Officer to ensure students are given the opportunity to undertake assessments.
* To prepare Programmes of work and Schemes of Study for students
* Keeping the student assessment database up-to-date.
* Work in line with the college marking policy.
* Supporting students with their social and emotional well-being.
* Completing college safeguarding training and using appropriate channels for reporting concerns.
* Work collaboratively with all teaching staff in order to ensure cohesion.
* Collating progress data in ICT & Digital Media.
* Creating a report of progress data to be shared with the Senior Leadership Team and Directors.

**Health and Safety:**

* To report any Health and Safety issues, to the appropriate Health and Safety Officer.

**The internal organisation, management, and control of the College:**

To contribute to:

* Maintaining and developing the philosophy, ethos, values and overall purposes of the College.
* To contribute to the planning process, translating College aims and policies into actions.

**Staff Training:**

* To take part in all mandatory training provided by the College especially around Safeguarding, Team Teach and Health and Safety etc.
* To facilitate / generate reports as required by the Headteacher.

**To support the pastoral work of the College including Behaviour Management:**

* Work closely with colleagues and lead the promotion among pupils of good standards of conduct/discipline, proper regard for authority and the encouragement of good behaviour.

**Safeguarding:**

* To be mindful at all times of your responsibilities regarding Safeguarding and to report any concerns on the same working day to the Lead Safeguarding Officer – Luke Goold, the Deputy Safeguarding Officer and inputting the concern onto CPOMs.
* If you make a Safeguarding referral to one of the above, before you leave work your final duty is to ask that colleague what their response to the referral was. What action has been taken?

**Annual Reviews/reports:**

* To provide any supporting information for Annual Reviews / meetings as required.
* To provide any information in the form of a written report as required to support colleagues attending various meetings.

**Relationships:**

* To work to achieve positive staff / student relationships across the College community.
* To help in maintaining and developing effective communications and links with parents and to provide positive responses as appropriate, to concerns and problems regarding their children’s educations and wellbeing.

**Additional Duties:**

* As a teacher you may be asked to take on additional duties as requested by the Acting head of School.

**Person Specification**

**Job Title: ICT & Mathematics Teacher**

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| **Qualifications** |
| **Evidence** | **Essential/ Desirable** | **Source** |
| Qualified Teacher status related to teaching ICT  | Essential | A |
| A Level pass grade in mathematics | Essential | A |
| GCSE at C or 4 grade or above in English | Essential | A |
| Further study in Digital Media | Desirable | A |
| Further study/qualifications in SEN | Desirable | A |

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| **Experience** |
| **Evidence** | **Essential/Desirable** | **Source** |
| Experience of teaching ICT, working towards BTEC & GCSE qualifications | Essential | A/I/R |
| Recent 2 years’ experience of working with pupils with SEMH | Essential | A/I/R |
| Experience of teaching GCSE mathematics | Essential | A/I/R |
| Successful and sustained impact as a teacher | Desirable | A/I/R |
| To have had experience of working in partnership with parents; services and other agencies | Desirable | A/I/R |
| Experience of collating and presenting student progress and attainment data in ICT | Desirable | A/I/R |

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| **Knowledge** |
| **Evidence** | **Essential/ Desirable** | **Source** |
| Experience and understanding of Digital Media | Essential | A/I |
| Experience of working with 3D printers | Essential | A/I |
| Experience of working with pupils with autism & SEMH issues | Desirable | A/I/R |

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| **Professional Attributes** |
| **Evidence** | **Essential/Desirable** | **Source** |
| Demonstrate an awareness of the needs of the pupils at Norton College Worcester | Essential  | A/I |
| Excellent written and communication skills | Essential  | A/I/R |
| To be a reflective practitioner and hold high aspirations for Norton College Pupils  | Essential  | A/I/R |
| Show a good commitment to sustained attendance at work | Essential  | A/I/R |

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| **Professional Skills** |
| **Evidence** | **Essential/Desirable** | **Source** |
| Knowledge of strategies for deescalating challenging situations | Essential | A/I/R |
| Be fully competent and had experience of using Team Teach techniques | Desirable | A/I |

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| **Personal Qualities** |
| **Evidence** | **Essential/Desirable** | **Source** |
| Promote Norton College’s educational philosophy and values | Essential | A/I/R |
| To be able to effectively work independently and as part of a team  | Essential | A/I/R |
| To understand the Curriculum Intent of Norton College and to support its delivery across the college | Essential | A/I |
| Be a positive role model at all times | Essential | A/I/R |
| Demonstrate personal enthusiasm and commitment to making a positive difference to student’s learning | Essential | A/I/R |
| Build and maintain quality relationships through interpersonal skills and effective communication | Essential | I/R |
| Demonstrate personal and professional integrity | Essential | I/R |
| Inspire trust and confidence across the college and community | Essential | I/R |
| Manage and resolve conflict | Essential | A/I/R |
| Demonstrate initiative in solving problems | Essential | I/R |
| Be prepared to listen to, reflect constructively, and act upon feedback from others | Essential | I/R |
| Demonstrate resilience and optimism | Essential | I/R |