



ICT and Computer Science Teacher - Job Description

Job Title: ICT and Computer Science Teacher

Accountable to: The teacher will operate in accordance with nationally agreed policy and conditions and will be immediately responsible to the Assistant Headteacher (Quality of Education) and, ultimately, the Head of School.

Liaison with: Other Teachers, Middle Leaders, Senior Leaders, Pastoral Team

Main Purpose

- Undertake the normal responsibilities of the class teacher
- To attend Teacher meetings as and when required
- Undertake such duties as are delegated by SLT
- To play a significant role in the establishment, maintenance and development of a calm and safe learning environment. To provide and promote the emotional well-being of each individual to reflect our commitment to educating the 'whole child'

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers company policy
- To carry out the duties of an ICT teacher, including some provision for cover of absent teachers.
- To ensure that ICT, Literacy and Numeracy are appropriately planned and implemented for a range of additional needs.
- To be responsible for teaching across all key stages.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- formulating the aims and objectives of the school and policies for their implementation
- to contribute to planning improvement which will translate school aims and policies into actions

- implementing the Local Authorities and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines

To be responsible for:

- To be involved the school's teaching and learning cycle which will include planning, work scrutiny, lesson observations, learning walks, teacher's meetings
- Champion good/outstanding teaching & learning and exemplify this in every aspect of their own practice;
- Cultivate an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour;
- Identify good quality teaching & learning resources and manage the teaching & learning budget, prioritising expenditure;
- Support the review and implementation of teaching & learning policies including but not limited to marking policies; assessment policies; teaching & learning policy;
- Implement the delivery of a stimulating, innovative and responsive curriculum which will further develop creativity, analytical thinking and academic achievement of pupils;
- Ensuring the effective implementation of a robust assessment cycle that includes target setting, assessment and progress monitoring
- Assist in the regular tracking and monitoring of pupil outcomes against predicted and targeted grades
- Ensuring that the learning and teaching provided is monitored accurately and regularly and used to improve pupil outcomes
- Ensuring that the pupils in school are able to achieve outcomes that reflect personal progress
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to SLT in their management of school
- To implement and liaise with other staff to ensure literacy and numeracy intervention programmes and improving reading levels are in place to support individual student needs within lessons;
- To assist the literacy department in implementing a wider school reading programme to improve reading levels;
- To actively contribute to the delivery of the School Development Plan
- To report to SLT on the current position of teaching and learning on a termly basis
- To provide SLT with information on teaching and learning as and when requested

To contribute to:

- school policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to the headteacher in their management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

Pupil Care

To Contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of culture of independent learning
- The handling of individual pupil disciplinary cases.
- To ensure appropriate age-related funding is received and accurately accounted for

Relationships

- To be responsible for fostering positive relationships across the school community
- To advise and assist SLT as required in the exercising of their duty including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- To develop and maintain positive links and relationships with the community, local organisations and employers

Person Specification

| Attribute | Essential | Desirable | How identified |
|-------------------------------------|--|---|--|
| Qualifications | <ul style="list-style-type: none"> • Good honours degree in relevant subject • Qualified Teacher Status (or currently an ITT / GTP trainee) | <ul style="list-style-type: none"> • Masters degree in education or similar | <ul style="list-style-type: none"> • Application • References |
| Knowledge and skills | <ul style="list-style-type: none"> • Outstanding classroom practitioner • Detailed knowledge of National Curriculum for Computer Science and Functional Skills ICT • Detailed knowledge of current developments in education • Knowledge and experience of intervention strategies with a focus on SEND needs • Ability to put vision into practice • Ability to devise new resources for learning | <ul style="list-style-type: none"> • Able to use interactive ICT systems for teaching and learning • Ability to teach a second subject • Evidence of leading high quality extra-curricular activities. | <ul style="list-style-type: none"> • Application • References • Teaching exercise • Interview and practical activities |
| Experience | <p>Either:</p> <ul style="list-style-type: none"> • Successful placement(s), teaching Computer Science/ ICT at KS3 & KS4 (<i>applicants currently in training</i>) <p>or:</p> <ul style="list-style-type: none"> • Successful record of teaching Computer Science/ ICT including very good exam results at one or more of KS4 & KS5 (<i>applicants who already have gained QTS</i>) | <ul style="list-style-type: none"> • Significant contribution to the development of ICT beyond the classroom • Experience of working in an Alternative Provision context, or similar institution | <ul style="list-style-type: none"> • Application • References • Interview and practical activities |
| Continuous Professional Development | <ul style="list-style-type: none"> • Evidence of commitment to continuing professional development | | <ul style="list-style-type: none"> • Application |
| Personal Qualities | <ul style="list-style-type: none"> • A passion for education and making a difference • Excellent communicator • Effective team member • Drive and determination • Ambition • Energy, enthusiasm, sense of humour • Willingness to contribute to the wider life of the school | | <ul style="list-style-type: none"> • Application • References • Interview and practical activities |