

JOB DESCRIPTION:

Job title/post: Computing/ICT Instructor

Responsible to: SLT

Specific responsibilities for: Leading the planning and delivery of Computing lessons at Options Trent Acres School.

Purpose of the Job:

To deliver engaging, age-appropriate ICT instruction that builds foundational technology skills for young learners. The ICT Teacher will support students in becoming confident users of technology while fostering creativity, problem-solving, and digital responsibility, in alignment with the National Curriculum and the individual needs of our students.

Key

- To share the school's values and ethos to create a highly personalised curriculum to meet individuals' needs in an environment that is nurturing and holistic.
- Plan and deliver ICT lessons for students across a range of Key Stages that are aligned with the National Curriculum and tailored to autistic learners.
- Introduce core computing skills such as keyboarding, coding, digital presentations, and safe internet use.
- Promote responsible digital citizenship and online safety.
- Integrate educational technology to support learning across the curriculum.
- Develop student skills in using software applications such as word processors, spreadsheets, and creative tools.
- Support cross-curricular learning through ICT projects in coordination with classroom teachers.
- Maintain and manage ICT resources, ensuring equipment and software are functional and up to date.
- Track and assess student progress; provide feedback and contribute to formal reports and parent communication.
- Participate in school-wide events, staff development sessions, meetings, and training.
- Stay informed about new educational technologies and best practices in teaching ICT.

Key Areas:

- To contribute to raising standards of pupil progress and attainment in Computing.
- To monitor and support the teaching and learning throughout Computing.
- Under the direction of the Deputy Headteacher, ensure the Computing curriculum is implemented, monitored and reviewed in order to analyse its effectiveness.
- To have a solid understanding of the school pathways and ensuring suitable learning is taking place in all environments for all key stages.
- To have an understanding of appropriate Computing qualifications and ensure pupils are working towards these in key stage 4 and key stage 5, including GCSE and BTEC.
- Deliver enrichment and enhancement activities.
- Liaise with the Deputy Head Teacher and the Senior Leadership team to communicate subject effectiveness and how this impacts the school.
- To understand and support the development of appropriate sequences of learning that relate to the needs of learners in each pathway.
- To model professional standards at all times in line with Professional Standards for Teachers.
- Standard responsibilities: There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;
- Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
- Observes, at all times, strict rules of confidentiality appropriate to the post.
- To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
- OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
- Undertakes other duties as assigned by the senior leadership team.