

ECKINGTON SCHOOL

Teacher of Computer Science/ICT– Job Description

Eckington School is committed to the safeguarding and well-being of its students. The post holder will be expected to demonstrate that same commitment.

POST TITLE:	Teacher of Computer Science
PURPOSE:	To be considered for this role you must be a Qualified Computer Science Teacher or NQT who can inspire young people within your subject. You will be a Computer Science Teacher who can put into practice your well thought out lesson plans with passion and enthusiasm. This school are looking for an individual with real passion and determination, who can fit in well with their friendly team of teachers. You must be confident and keen to try a new approach in your lessons.
REPORTING TO:	Leader of teaching and learning ICT
RESPONSIBLE TO:	plan, develop and deliver high quality, differentiated SOW by using a variety of creative teaching practices and activities.
LIAISING WITH:	Head/Deputies, Learning co-ordinators, teaching/support staff LEA representatives, external agencies and parents.
WORKING TIME:	0.6fte
SALARY/GRADE:	Main pay scale
DISCLOSURE LEVEL	Enhanced.
CORE RESPONSIBILITIES: Curriculum provision:	<ul style="list-style-type: none"> • Responsible for planning, managing and improving the learning of their own students, working with other team members. • In collaboration with Teachers to implement and continually improve curriculum, teaching, learning and assessment strategies. • To manage the learning of students, maintaining records, collaborating with other teachers and promoting staff development in a pro-active manner. • To play a leadership role in role-modelling behaviour, attitudes and learning behaviour's for students. • Responsible for achieving the set learning outcomes in students, and therefore supervise all student activities and processes to ensure outcomes.
Strategic provision:	<ul style="list-style-type: none"> • Assist the department leader and key stage co-ordinators to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
Curriculum development:	<ul style="list-style-type: none"> • Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission, values and strategic plan.
Professional development:	<ul style="list-style-type: none"> • Take part in the school's staff development programme by participating in arrangements for further training and professional development. • Continue personal development in the relevant areas including subject knowledge and teaching methods. • Engage actively in the performance management review process. • Ensure the effective/efficient deployment of classroom support. • Work as a member of the ICT department and a pastoral team and to contribute positively to effective working relations within the school. • Demonstrate a commitment to reflect on and improve own practice, and take responsibility for identifying and meeting CPD needs. • Take the initiative in identifying and using opportunities to work with colleagues in order to share and implement effective practice in the classroom, and in the wider school context.

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Quality assurance:	<ul style="list-style-type: none"> • Help to implement school quality procedures and to adhere to these. • Contribute to the process of monitoring and self-evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. • Analysis of outcomes of own classes. Identification of strengths/areas for development. • Seek/implement modification and improvement where required. • Review, from time to time, methods of teaching and programmes of work. • Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
Management of information:	<ul style="list-style-type: none"> • Maintain appropriate records and to provide relevant accurate and up-to-date information for management information systems, registers etc. • Complete the relevant documentation to assist in the tracking of students. • Track student progress and use information to inform teaching and learning.
Communications:	<ul style="list-style-type: none"> • Communicate effectively with the pupils, parents and carers as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the school. • Follow agreed policies for communications in the school.
Marketing and liaison:	<ul style="list-style-type: none"> • Take part in marketing and liaison activities such as open evenings, parents' evenings, Review days and where required, liaison events with partner schools. • Contribute to the development of effective subject links with external agencies.
Management of resources:	<ul style="list-style-type: none"> • Contribute to the process of the ordering, allocation and management of equipment and materials. • Assist the curriculum leaders in the identification of resource needs and contribute to the efficient/effective use of physical resources. • Co-operate with other staff to ensure a co-operative and effective use of resources to the benefit of the school department and pupils.
Pastoral system:	<ul style="list-style-type: none"> • Be a form tutor to an assigned group of students. • Promote the general progress and well-being of individual students of the tutor group as a whole. • Liaise with a pastoral leader to ensure the implementation of the school's pastoral system. • Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life. • To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required. • Be responsible for mentoring individual pupils and assist in setting of learning targets. • Advise year leader of pupils needing access to additional intervention. • Contribute to the preparation of individual learning plans (ILPs), action plans and progress files and other reports. • Alert the appropriate staff to problems experienced by pupils and make recommendations as to how these may be resolved. • Communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.

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<p>Teaching:</p>	<ul style="list-style-type: none"> • Demonstrate that you have high expectations of all pupils. • Be able to establish respectful, trusting and constructive relationships as a key strategy for effective teaching. • Teach pupils according to their educational needs. • Plan lessons in line with school policy. • Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • Provide oral and written assessments, reports and references relating to individual students and groups of students. • Ensure that ICT, literacy, numeracy, enterprise, work-related learning, citizenship and school subject specialism(s) are reflected in the teaching/learning experience of students. • Undertake a designated programme of teaching. • Ensure a high quality learning experience for students, which meets internal and external quality standards. • Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus. • Evaluate the impact of teaching on learners' progress and adjust practice accordingly. • Maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and home. • Undertake assessment of students as requested by external examination bodies, departmental and school procedures. • Mark, grade and give written/verbal and diagnostic feedback as required.
<p>OTHER SPECIFIC DUTIES:</p> <ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. • Support the school in meeting its legal requirements for worship/reflection. • Promote actively the school's corporate policies. • Continue personal development as agreed. • Comply with the school's health and safety policy and undertake risk assessments as appropriate. • Undertake any other duty as specified by STPCD not mentioned in the above. 	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>	