## TEACHER OF COMPUTER SCIENCE

Responsible to: Curriculum Leader

Salary/Grade: MPS

**1. PURPOSE OF POST**

The role of the teacher is to:

1. work closely as an integral member of a team of staff to ensure that each student’s spiritual development, welfare and care are at the heart of all the school does
2. support and promote our Christian values
3. support and adhere to our Child Protection policies and Staff Code of Conduct
4. teach classes to the highest possible standards as set out in the school’s curriculum, teaching and learning and timetable arrangements
5. prepare work for students, in line with the appropriate schemes of work, to ensure the highest possible standards of learning and achievement for all
6. assess students’ work in line with school Assessment, Recording &Reporting and Target Setting policies
7. report on students’ progress, work, behaviour and attitudes to parents as per school policies
8. prepare students for public examinations in order to help them maximise their potential
9. make a positive contribution to the work of the Curriculum Team
10. make a positive contribution to departmental and school review, monitoring and evaluation policies and procedures
11. contribute positively to a Pastoral Team, usually as a group tutor

**2. LINE MANAGEMENT**

All teachers are responsible to the Headteacher via:

1. the Curriculum Leaders for their mainstream teaching activities
2. the Pastoral Leaders for their tutorial responsibilities
3. SLT link for other specialist duties

**3. DUTIES AND RESPONSIBILITIES (ALL CLASSROOM TEACHERS)**

All teachers will (in conjunction with the duties described in the STPCD and teacher professional standards):

1. plan and prepare all lessons in accordance with school and departmental policies
2. provide a safe, secure learning environment through the development of excellent classroom management procedures and skills
3. teach their classes in accordance with the relevant scheme of work
4. mark students’ work in accordance with the school’s marking and assessment practices
5. keep records of students’ achievements in line with school policies and procedures
6. report to parents as required by school policies and the annual calendar
7. participate in subject planning and organisation under the direction of the Curriculum Leader
8. review their training needs regularly with their Performance and Development Reviewer, contribute positively to CPD activities and attend appropriate training courses
9. attend meetings, parents’ evenings and other directed time events as required
10. undertake a role (usually that of Group Tutor) within the school’s pastoral system, and carry out the various responsibilities attached to such a role under the direction of pastoral staff
11. A teacher may be called upon to perform any other professional duty which may reasonably be determined by the Headteacher

**4. DUTIES AND RESPONSIBILITIES (GROUP TUTOR)**

1. To be responsible for helping students to understand the Christian ethos, values and

 standards of the school, as outlined in the school’s mission statement, school aim and objectives, policy on pupil behaviour and in the Pupil Code of Conduct in planners

1. To lead and promote acts of collective worship through class assemblies
2. To teach cross curricular topics as described in our pastoral curriculum programme of study.
3. To help, support and assist students to deal with any difficulties that they may

 have including developing “new” friendship groups on entry to year 7.

1. Working with Pastoral Leaders to ensure the welfare and safety of the students in his/her care.
2. To act in the capacity of academic mentor to tutees to monitor the progress of

 students and combat under-achievement in consultation with pastoral leaders, key stage managers and subject teachers.

1. To ensure that students adhere to the Y7-13 policy on uniform as described in the student planner, referring persistent breaches to the pastoral leaders
2. To monitor effective student organisation and planning (including that for homework) through discussion on the use of the Student Planner on a regular basis
3. To support and foster interest and enthusiasm in extracurricular, year group and community activities such as the adoption of a group tutor charity or good cause, sporting, debating and cultural activities
4. To inform the tutor group of school routines through the pupil bulletin.
5. Promote good practice, monitor and maintain records of attendance, punctuality, (using e-portal).
6. To ensure an orderly start to the day by establishing effective tutorial routines
7. To support the record keeping system by keeping pastoral staff up to date with information about students in the Tutor Group (via the Behaviour Module) and to assist in the writing of references.
8. To be a key figure in communications between students and teacher, being the first point of call regarding under-achievement, attitude, behaviour, commitment, attendance and punctuality
9. With other staff, Group Tutors share responsibility for their tutee’s personal development and should have an interest in the student’s future (e.g. preparation for leaving school) as well as their past. The tutor’s role is therefore an extension of the provision of a range of experiences which will enable a student to achieve the knowledge, skills, values, habits, attitudes and ways of behaving that will stand her/him in good stead in subsequent stages of development.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

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