

**REDDAM HOUSE BERKSHIRE JOB DESCRIPTION**

**COMPUTER STUDIES/ICT Teacher**

Reddam House prides itself on the quality of its teaching staff and the management of the teaching process per se. It avows that it employs only “outstanding teachers”.

**Expectations of teaching staff**

From the criteria set out in the person specification it may be inferred the expectations of performance Reddam House seeks from its teachers. It is important that these expectations relate to the realities of the work of a teacher. This cannot be reduced to a finite list of duties.

Teachers take on a huge number of roles. Most teachers play several of them, sometimes, if rarely, consecutively, at others, and more often, concurrently. This variety is what gives the job its fascination and its interest. It also contributes to its complexity. It makes it hard work. Individuals are required to use their discretion to interpret what is written down in a way meaningful to the role to which they have been appointed. They also have to accept that they may be required to take on additional reasonable extra duties at the request of the Head.

This method of outlining expectations incorporates the values Reddam House expects staff to hold, the responsibilities they bear and the tasks they undertake.

A teacher at Reddam House Berkshire (at whatever level) accepts that in her or his role she or he is expected:

* To promote the school’s consciously expressed culture;
* To espouse the fact that it is an independent school with a significant boarding section;
* To acknowledge that the early learning, junior and senior sections constitute one school;
* To act, as everyone else, as a teacher of English;
* To be a fluent user of digital technology, to advance and enhance teaching and learning;
* To use differentiation in his/her teaching, enabling all pupils to reach the highest standards;
* To be sensitive to the complexity of the relationships that pertain within the school;
* To be sensible about expenditure;
* To behave appropriately within and without school;
* To accept that he or she bears, as does everyone else connected to the School, a responsibility for marketing it.

He or she must be committed to the fulfilment of the School’s strategic intents:

1. In academic matters, to foster and communicate a culture of high expectations, focused on teaching and learning;
2. In pastoral matters, to ensure that each pupil is given the individual attention she or he requires;
3. To recognise that we all in some ways exercise leadership responsibilities; to ensure that any formal leadership or managerial responsibilities he or she holds are fulfilled in such a way that the School’s aims are promoted;
4. To develop one’s own professional expertise as fully as possible;
5. To contribute to making the School welcoming and accessible to the wider community;
6. To ensure that the resources used in teaching and learning are as good as they can be within the bounds of affordability.

**Co-curricular expectations**

Further to this, every member of staff has some responsibility towards the provision of co-curricular activities, which are a central feature of a Reddam House education. Each member of staff is also responsible for ensuring that pupils’ behaviour is appropriate and as good as it can be. It is very important that we are all positive about the benefits that membership of our diverse community of pupils brings to every member of our community.

**Computer Studies/ICT Teacher**

Reporting to the Head, the primary focus of this post will be

* To ensure the teaching and learning of Computing/ICT throughout the School is of the highest possible quality;
* To be an outstanding classroom practitioner, using a variety of methods and techniques;
* To lead the development of the Computing and ICT Department in all facets, including curriculum, schemes of work, teaching techniques and the sharing of good practice;
* To ensure the department is kept abreast of new developments in the areas of curriculum development and teaching;
* Set and assess work regularly and punctually in a positive and helpful manner in line with the School’s assessment policy, providing meaningful feedback which enables pupils to improve;
* Monitor your pupils’ performance, against previous performance and against estimates of their ability, aiming continually to raise their levels of achievement;
* Report accurately and honestly, but with sensitivity, on your pupils’ progress, and punctually in line with the School’s reporting schedules;
* Participate in the wider life of the School, including in boarding;
* To ensure the co-curricular offering of the department is stimulating and in line with the school’s expectations;
* To fulfil administrative duties in both an efficient and effective manner;
* To ensure the department is equipped to deliver the best possible lessons;
* To liaise closely with the Director of Teaching & Learning on all academic matters;
* To liaise closely with the ELS & Junior Schools when appropriate.

**Additional Duties and Responsibilities**

* to have a working knowledge of teachers' professional duties, legal liabilities and responsibilities;
* to have a working knowledge of all relevant Policies and Procedures;
* to establish effective working relationships with professional colleagues and other staff, as appropriate;
* to be committed to ensuring that every student is given the opportunity to achieve their potential and meet the high expectations set for them.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, commensurate with training and experience.

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding Policy (including Child Protection Procedures) at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services.

Signed: ………………………………………………………… (Post Holder)

Name: …………………………………………………………

Date: ………………………………………………………....

Signed: ………………………………………………………… (Line Manager)

Name: ………………………………………………………….

Date: ……………………………………………………………



**REDDAM HOUSE BERKSHIRE COMPUTER STUDIES/ICT TEACHER**

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and Experience**   * Excellent academic qualifications to include a good honours degree In Computing or related subject * PGCE, QTS or equivalent * Demonstrated expertise in their subject area, teaching core ICT at KS4 and KS5 Level * Demonstrated track record of producing excellent results across the age range | x  x  x  x |  |
| **Skills and Personal Qualities**   * Excellent level of programming skills and ability to help students using JavaScript, Pascal and Python * A wide range of experience across other high level programming languages * An exceptional rapport and empathy with children, shown by treating them with dignity * Strong interpersonal and communication skills. * A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology * Dynamic personality with a professional demeanour that creates a nurturing educational environment | x  x  x  x  x | x |

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.  Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.  Appointment is subject to an enhanced*[*Disclosure and Barring Service*](https://disclosure.capitarvs.co.uk/cheqs/rblogin.do)*(DBS) check for regulated activity and overseas checks.*