## OAK LODGE SCHOOL

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## JOB DESCRIPTION

**Post Title:** Teacher of Computing / ICT

**Main purpose of job**

* To promote the values and ethos of the school.
* To teach pupils all pupils according to their educational needs and be responsible and accountable for achieving the highest possible standards in work and conduct.
* To meet and conform to the appropriate standards set out in the National Teacher standards and the current School Teachers Pay and Conditions document.
* To adhere to current School policies under the direction of the Executive Headteacher and Head of School.
* To respond to the changing needs of the school with respect to the teaching of individuals and classes as directed by the Executive Headteacher and Head of School.
* To take responsibility for promoting and safeguarding the welfare of children and young people in the school.

**Main Activities and Responsibilities**

**Planning**

* Deliver a broad, balanced, relevant and differentiated curriculum, incorporating the National Curriculum requirements and literacy, numeracy across the curriculum
* Produce planning in line with required deadlines.
* Identify and have a clear understanding of the needs of all pupils including those with additional special educational needs, able, gifted and talented pupils and use appropriate teaching strategies to engage and support them.
* Identify clear, relevant, challenging teaching and learning objectives, and specify how they will be taught and assessed;
* Set tasks which engage, involve and challenge pupils, whilst ensuring high level of interest and enjoyment;
* Have appropriately high expectations and set clear, aspirational individual targets, building on prior attainment;

**Teaching**

* Deliver the curriculum as relevant to the age and ability groups taught differentiating appropriately.
* Teach the knowledge, understanding and skills, and ensure the pupils acquire, consolidate and are able to use and apply them across all curriculum areas, in a range of learning contexts;
* Be responsible for the preparation and delivery of teaching materials, teaching programmes and pastoral arrangements as appropriate.
* Promote active and independent learning that enables all pupils to think for themselves, and to plan and manage their own learning;
* Recognise and respond effectively to equality issues as they arise in the classroom, and challenge stereotyped views, bullying and harassment in accordance with school policy and procedures.
* Provide homework which consolidates and extends work carried out in the class and encourages independent learning;
* Evaluate their own teaching critically to improve effectiveness.
* Organise and manage Teaching Assistants and other staff in the classroom to maximise the outcomes for pupils’ learning.

**Class Management**

* Establish a successful working relationships and a purposeful learning environment, where diversity is valued and pupils feel safe, secure and confident;
* Establish clear expectations using effective behaviour management, pre-empting and addressing any potential behavioural issues; and maintaining discipline through well focused teaching
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour expected of pupils.

**Monitoring, Assessment, Recording and Reporting**

* Work in accordance with the teaching and learning policy.
* Assess pupils’ level of learning and understanding in relation to identified learning objectives, national curriculum standards and accreditations.
* Involve pupils in reflecting on, evaluating and improving their own performance and progress and ~~p~~rovide timely constructive feedback to support pupils.
* Record, track and analyse pupils’ progress and attainment systematically, in order to provide evidence of development, identify strengths and areas requiring improvement.
* Identify and support pupils with differing levels of ability, and those experiencing behavioural, emotional, social and communication difficulties.
* Report on pupils’ progress and attainment to parents, carers and other stakeholders and pupils.

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**Other Professional Requirements**

* To be fully aware of and understand the duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults;
* To ensure the working space meets all Health and Safety requirements and is appropriately maintained and fit for purpose
* Have a working knowledge of teachers’ professional duties and legal liabilities;
* Operate at all times within the stated policies and practices of the school and Wandsworth Council;
* Model positive and respectful communication with pupils and colleagues.
* Take on the responsibility for leading and managing one or more curriculum areas or aspects of the school’s provision, as delegated.
* Contribute to the delivery of extra-curricular provision;
* Liaise effectively with parents, carers and governors and other stakeholders.
* Actively engage in Performance Management, training, continuous professional development and other learning activities including sign language and mandatory teacher of the deaf training as required.
* The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Executive Headteacher or Head of School.

It is implicit that these duties are carried out in accordance with school and Council policies on equal opportunities.

. **Oak Lodge School**

**Person Specification: Computing / ICT teacher**

**Shortlisting will be based on information in the application form**

**A : Application Form**

**I : Interview**

**T : Task**

**L : Lesson Observation / Activity with pupils**

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| **Criteria** | **Essential** | **Desirable** | **Assessed** |
| **KNOWLEDGE & QUALIFICATIONS** | | |  |
| QTS | X |  | A |
| Additional qualification in Computing / ICT |  | X | A |
| Teacher of the Deaf |  | X | A |
| * EXPERIENCE | | |  |
| Previous experience of working with young adults in an SEND environment | X |  | A I |
| Previous experience of teaching Computing /ICT | X |  | A I |
| Evidence of successful, recent, teaching | X |  | A I L |
| Experience of working with a range of professionals | X |  | A I |
| Demonstrable experience of strong organisational skills. | X |  | A I T |
| Experience of promoting new ideas and managing change, recognising and developing existing staff expertise and encouraging team approaches and task focussed improvement |  | X | A I |
| Experience and a commitment to Safeguarding best practice | X |  | A I |
| Experience of assessment and setting, monitoring & achieving targets to improve outcomes for learners | X |  | A I T |
| * SKILLS AND ABILITIES | | |  |
| Ability to use BSL at Level 2 or equivalent or a commitment to gain the qualification | X |  | A I |
| Detailed knowledge of current educational issues, practices and research within the subject area/s. | X |  | A I |
| Knowledge and understanding of D/deaf learners |  | X | A I L |
| Excellent ICT skills and ability to use these to enhance teaching & learning | X |  | A L |
| Ability to use ICT to support and to increase the School’s efficiency and effectiveness | X |  | A I |
| Knowledge of national requirements and developments within PSHE and Careers. | X |  | A I |
| A pro-active approach to finding and retaining work placements | X |  | I |
| Understanding of employment opportunities and Apprenticeships for pupils with SEND |  |  | A I |
| Understanding of Health and Safety within the workforce as would be relevant to pupils at Oak Lodge | X |  | A I |
| A commitment to ensuring excellence in teaching and learning and to promote a culture of continuous monitoring, using data and benchmarks | X |  | A I |
| Ability to develop and use reflective practice | X |  | I |
| Ability to manage behaviour positively | X |  | A L |
| Ability to form good working relationships with School and 6th Form students | X |  | I L |
| Ability to form and maintain good relationships with placement personnel | X |  | I |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people | X |  | I |
| Ability to develop emotional resilience | X |  | I |
| To have good time management skills and experience of managing multiple tasks | X |  | I T |