

**JOB DESCRIPTION**

**ICT & COMPUTING TEACHER**

This is an exciting opportunity for a committed and enthusiastic team-worker. There are opportunities to instil your love of learning and to benefit from both personal and subject area growth.

This is a small, but growing and supportive department. Dedicated Information, Communication & Computing Technology (ICCT) lessons are currently timetabled for all Years 7, 8 and 9 students, whilst GCSE ICT is taught in Year 11 and Computer Science in Years 9 -10. ECDL (European Computer Driving License) or Informatics are taken by Sixth Formers. There is potential for further growth, through the introduction of examination level Computer Science at A’ Level, in the future.

The department is well resourced and supported, with dedicated teaching suites and regularly refreshed equipment.

All teachers are appointed by the Headmistress and are expected to:

* Commit to high expectations, both in terms of delivery of teaching and of student participation and outcome.
* Support the Head of Department in the delivery of the KS3 & 4 (GCSE OCR Computer Science) curriculum.
* Have a sound working knowledge of computer programming – ideally, Python.
* Contribute to student assessment procedures.
* Be proactive in the use of the school VLE to provide suitable and wide-ranging, ICCT-related, resources in support of student learning and independent study.
* Commit to supporting ICCT Department extra-curricular activities. (As a guideline, this might be one lunch-time or one after school activity per week).
* Share in the ICT training of school staff as required.
* Have and maintain a high level of ICT / Computing skills.
* Keep abreast of developments in education related technology.
* Plan and prepare relevant material to teach classes allocated to them, according to the policies of the department(s) to which they are accountable. Keep a record of their teaching.
* Set and mark pupil's work regularly and appropriately for the subject(s) taught; record marks, monitor and assess progress and write reports as required.
* Participate in the arrangements for preparing and assessing pupil's work for public examinations.
* Work positively and co-operatively as a member of a team to include liaising and working with colleagues in operating mark schemes, researching materials, keeping abreast of new developments and developing new courses.
* Take a full part in professional development including training.
* Share in pastoral responsibility for all pupils in school and especially for those in their tutor or teaching groups, liaising where appropriate with pastoral staff.
* Maintain good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school. The teacher must be familiar with the school and departmental policies on discipline and health and safety.
* Share in supervisory and general duties; uphold good standards of behaviour and punctuality among pupils.
* Attend staff meetings and participate in working groups as required.
* Attend Assemblies and as often as is reasonable other school functions, playing an active part in wider aspects of school life including extra-curricular activities.
* Attend Parents' Evenings.
* Be a part of the School's performance management programme.
* Adhere to School policies.
* Undertake any other reasonable task requested by the Head of Department or Headmistress.



**PERSON SPECIFICATION**

**ICT & COMPUTING TEACHER**

The successful candidate will be required to fulfil all of the duties, as outlined above. In addition to this, the candidate should:

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| Qualifications and experience | * Degree level qualification * Post graduate professional Qualification e.g. Postgraduate Certificate in Education is desirable * Evidence of keeping abreast of developments in   education-related technology and computing |
| Skills | * Able to maintain a high level of ICCT skills * Ability to present information clearly, adapting style to suit individual situation and needs * Flexibility in order to accommodate changes in work priorities * Good literacy skills * Excellent time management and organisational skills * Ability to inspire confidence in the girls so that they may ask questions and articulate their own understanding * Have a working knowledge of computer * Be familiar with the potential of web2 technologies in the curriculum |
| Personal qualities | * Ability to establish positive relationships with teaching and non-teaching staff and pupils * Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise * Understand and respect the principles of confidentiality * High professional standards and expectations of pupils and yourself * Ability to contribute innovative ideas * Have a strong passion for the subject and its energetic and accessible delivery in the classroom, whilst enjoy enhancing the delivery of ICCT in the school outside of the classroom |
| Philosophy and Ethos | * A commitment to safeguarding and promoting the welfare of children and young people * Support for the Christian ethos * A good role model * Ability to form and maintain appropriate relationships and   personal boundaries with children |

February 2018