JOB DESCRIPTION

ICT TEACHER

**Post**: ICT Teacher, Wellingborough Preparatory School

**Responsible to**: Headmistress of the Preparatory School who will undertake an annual review of performance against the specifics of the role description as set out below.

**Salary:** £ as per Wellingborough School teacher’s pay scale

**Job purpose:**

* To lead and deliver an innovative approach to ICT teaching so that all pupils are encouraged to achieve their optimum performance
* To provide specialist subject ICT and Computing Curriculum knowledge
* To support the training of staff when timetables allow to integrate Technology as part of their schemes of work

**Relationships:**

1. Reports directly to the Deputy Head Curriculum of Wellingborough Preparatory School
2. Works closely with the Heads of Departments in the Preparatory School to ensure integration of Technology in the Curriculum
3. Liaises with the Deputy Head Pastoral on organisational elements of ICT which impact the Preparatory School
4. Liaises with the Design & Technology Coordinator to ensure synergies are optimised and the progression of learning is clearly delineated

**Key Tasks and Responsibilities**

**ICT teacher:**

1. Prepare and deliver sequences of lessons to meet the collective and individual needs of the pupils. These may include:
* Specific learning needs eg gifted & talented, special educational needs
* Subject specific needs
1. Contribute to the creation, consistent implementation and improvement of ICT schemes of work which encapsulate key whole school learning strategies
2. Use of innovative new technologies to enhance learning for pupils
3. Maintain an exciting and stimulating learning environment
4. Assess pupils’ achievements and progress, inputting data and meeting deadlines in accordance with arrangements agreed within the School
5. Ensure that all classroom resources required are available and well maintained.
6. Ensure that pupils are given prep according to the homework schedule and monitor the standard of the work
7. Ensure that marking of pupils’ work is up to date and advise in a positive manner how work can be improved
8. Ensure that pupils are comprehensively prepared for examinations
9. Teach study skills and Habits of Mind; to utilise skills taught through ICT, to implement strategies co-ordinated by Learning Support
10. Monitor and report to parents on the progress of pupils in the allocated class/set
11. Be prepared for discussions with parents regarding pupils’ work and be available to meet with parents to discuss any concerns
12. Have attractive displays in the classroom, which is either celebratory or instructive
13. Reinforce consistently high expectations for pupil behaviour in order to create a positive learning environment
14. Attend and contribute to Preparatory School Department meetings
15. Establish and lead the group of Digital Leaders and support ICT requirements in the Prep School in, for example, school assemblies

**Form Tutor:**

1. Register all pupils attendance and absence, twice daily
2. Organise an annual Form assembly
3. Maintain discipline and rewards in accordance with the policies of the School, including raising concerns over issues that arise from this role
4. Pass on appropriate information to the Club President
5. Maintain records of conversations/concerns using the School’s MIS
6. Raise concerns regarding particular pupils at staff briefings
7. Facilitate opportunity for quiet reading to take place
8. Provide opportunity, as required, to discuss relevant and appropriate ‘PSHCE’ issues
9. Monitor academic progress/attainment with pupils in form
10. Support School initiatives specifically pastoral
11. Report to parents including written report as and when necessary

**Requirements of all staff:**

1. Pastoral care of pupils.
2. Undertake three duties per week
3. Cover classes for absent colleagues
4. Contribute to the extra-curricular activity programme and run one after school club
5. Fully engage with professional development and appraisal
6. Participate in events and activities as per the Core Expectations for Preparatory School staff
7. Have proper and professional regard for the ethics, policies and practices of the School in which they teach and maintain high standards in their own attendance and punctuality

**Safeguarding:**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with 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 Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Person or to the Headmistress.

**Wellingborough School will offer the successful candidate:**

* Extremely friendly and vibrant staff and pupils
* Excellent CPD opportunities
* Supportive and aspirational parents
* The opportunity to work in an innovative School brimming with ideas and exciting opportunities
* A chance to take part in our comprehensive extra-curricular programme
* Accommodation may be available for the successful candidate

**Terms and Conditions:**

* The School has its own salary scale
* Service is pensionable in accordance with the Teachers’ Pension Scheme and permanent members of teaching staff are entitled to a reduction in school fees
* School meals during term time
* Use of School sports facilities at staff allocated times