EXETER MATHEMATICS SCHOOL
SERVING CORNWALL, DEVON, DORSET AND SOMERSET

JOB DESCRIPTION

Title: **Lead Teacher of Computer Science**

Grade: 23 462 – 36 213

Responsible to: Headteacher

Job Purpose

Ensure outstanding provision for students through teaching, learning and assessment, enabling enthusiastic students to maximise their potential. Lead colleagues in developing schemes of learning for Computer Science A-level which enrich and extend the students' experience and development. Collaborate with University and School staff to develop pedagogy and share best practice, supporting outreach work throughout the region. Pro-actively engage in quality assurance and provide academic support.

Main Responsibilities

1.   Provide teaching, learning and assessment.

2.   Act as Tutor to groups of students.

3.   Lead Curriculum Development

4.   Develop and deliver outreach activities for teachers and students within Cornwall, Devon, Dorset and Somerset.

1.   Teaching, Learning and Assessment:

1.1   Participate in the interviewing, enrolment and induction of students.

1.2   Provide teaching and learning whether in the classroom or a workshop.

1.3   Prepare schemes of work, lesson and assessment plans.

1.4   Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.

1.5   Provide appropriate academic, pastoral and career support to individual students, referring them, where appropriate, to other agencies.

1.6   Contribute to the wider enrichment of students.

1.7   Contribute to the maintenance of an effective, efficient and professional learning environment.

1.8   Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

1.9   Participate in appropriate quality assurance procedures.

1.10   Prepare students for a range of accreditation and assessments.

1.11   Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.

1.12   Set and monitor Personal Targets and ILP according to School Policy.

1.13   Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

2.   Tutor

2.1   Provide time-tabled support to students.

2.2   Provide teaching, learning and tutoring on both a group and one to one basis, supporting students with study-skills, target setting and evaluation of progress.

2.3   Maintain links with employers, parents and examination boards, and take responsibility for the day-to-day needs of the students, including parents' evenings and guidance evenings.

3.   Curriculum Development

3.1   Lead the development and monitoring of the Computer Science Curriculum, working in collaboration with EMS colleagues, University academics and other partners.

3.2   Contribute to the formation and monitoring of the enriched curriculum, beyond the boundaries of the A-level, providing inspiration for students and teachers.

3.3   Link with, inform and support other teachers.

3.4   Ensure the development of Computer Science within EMS and contribute to the School's strategic direction.

4.   Outreach

4.1 Develop and lead the delivery of a series of outreach events for students that will inspire them and demonstrate the varied applications for programming and computing.

4.2 Develop and lead the delivery of a high quality CPD program to support teachers to deliver effective Computer Science teaching within the school's catchment area.

4.3 Contribute to the school's current outreach program for students and teachers throughout the catchment area.

4.4 Develop links within Industry and Education, including with the school's sponsors, to ensure best practice is shared.

4.5 Embrace research and development opportunities and support the school in bidding for grants to expand the outreach program.

5. Additional Duties

5.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

5.2 Be responsible for safeguarding and promoting the welfare of students.

5.4 Contribute to the development of new pedagogy and the sharing of best practice within and beyond the School

5.5 Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School at any of the School's, College's or University's sites or place of work.

5.6 Promote and conduct your professional duties and responsibilities within the parameters of the School's agreed values and aims.