



PART-TIME TEACHER OF COMPUTER SCIENCE AT VINEHALL SCHOOL

September 2018 or January 2019

The School

Vinehall is a co-educational day and boarding preparatory school for children aged 7 to 13 which includes a nursery and pre-preparatory department for children aged 2 to 6. The school upholds high standards of academic achievement as well as a very full range of extra-curricular opportunities. It is a vibrant, busy and happy school with high expectations in all areas.

It is set within 47 acres of beautiful Sussex countryside and hosts a number of outstanding facilities including an all-weather pitch, tennis courts, indoor swimming pool, nine-hole golf course and a number of well-maintained sports pitches.

The site comprises a number of impressive buildings including a modern classroom block, theatre, pre-prep and a number of residential properties for staff and private lettings.

The School has an established residential lettings programme with two major organisations that operate during the Easter and summer holidays. In addition, we also run a number of holiday clubs and let our facilities to local community groups and state schools.

JOB DESCRIPTION FOR THE TEACHING OF COMPUTER SCIENCE

Job Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils in Years 3-8 and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

KEY TASKS AND RESPONSIBILITIES

Operational

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

Teaching and Learning

- To assist the IT Manager and Assistant Head Academic to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change so as to ensure continued relevance to the needs of pupils and the school's aim.

Staff

- To take part in continuous professional learning, utilising the school's provision of a mentor.
- To maintain good subject knowledge and an awareness of excellent, current practice in teaching.
- To engage actively in the Performance Management and Review Process.
- To work as a member of the whole staff team and to contribute positively to effective working relations within the school.

Communications

- To communicate effectively with the parents of pupils as appropriate.
- To maintain appropriate student records.
- To complete relevant documentation in support of student tracking.
- To track student progress and use information to inform teaching and learning, engaging with whole school assessment, recording and reporting procedures.

Resources

- To work productively with the Curriculum Leader to ensure effective ordering and management of resources.

Pastoral Care

- To promote the general progress and well-being of individual pupils.
- Under the leadership of the Academic Head Pastoral, ensure implementation of the school's pastoral systems.
- To liaise with other staff as appropriate, in response to problems experienced by pupils.
- To promote and safeguard the welfare of children you are responsible for or come into contact with.

KEY SKILLS

Personal

- Be passionate about teaching IT and Computer Science;
- Possesses a 'can do' attitude;
- Creative and proactive in finding solutions;
- Flexible and adaptive to changing needs and priorities;
- Resilient, calm and tenacious under pressure;
- Passionate about inclusive practice and equality of opportunity;
- Relentless in finding ways to remove any barriers to success;
- Excellent communication skills and evidence of being able to build and sustain effective working relationships with staff, students and parents;
- Commitment to the protection/safeguarding of all students;
- Sense of humour.

General Salary and Conditions

Dependent on experience. 0.45 FTE.

Safeguarding and Child Protection

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 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 risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Child Protection Officer or to the Headmaster. All Vinehall staff must have an enhanced DBS disclosure.

All staff are expected to read and abide by the requirements of the staff handbook (copies are available to all new staff and a permanent copy is kept in the staff room and on the school network).