

Job Description

Job Title: Temporary teacher of computing

Responsible to: Head of Department on departmental and curricular matters, the Deputy Head on day to day issues and ultimately the Headmistress in all matters

Objectives of the post:

- To contribute to the effective teaching of the subject throughout the school
- To participate with the subject leader and other colleagues in the development of appropriate syllabuses, materials and schemes of work
- To prepare pupils for public examinations where applicable
- To interact on a professional level with colleagues and to seek to establish and maintain productive relationships with the aim of improving the quality of teaching and learning in the school.
- To contribute expertise, enthusiasm and talents in order to develop each girl's full potential within the ethos of the school.
- To make an appropriate contribution to the school's programme of extra-curricular activities
- To carry out other associated duties as are reasonably assigned by the Headmistress or other appropriate senior member of staff.

Key responsibilities:

It is the statutory duty of all members of the teaching staff to safeguard and promote the welfare of all children at the school and to adhere to the school's safeguarding policy and procedures.

The subject teacher is under the guidance and leadership of the Head of Department/SLT link in teaching the subject and in undertaking additional responsibilities, which can be reasonably assigned in respect of the subject.

Planning, teaching and class management

Achieve progression of learning for allocated students through:

- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught, and in line with schemes of work;
- setting tasks which challenge students and ensure high levels of interest;
- providing clear objectives and structures for lessons, maintaining pace, motivation and challenge;
- making effective use of assessment and ensuring coverage of schemes of work;
- monitoring and intervening to ensure students behave in a manner which maximises teaching and learning;
- using a variety of teaching methods;
- sharing good practice with others in the department;
- establishing a safe working environment which supports learning and in which students feel secure and confident;
- contributing to planning and development within the department;
- participating in the development of appropriate departmental materials and schemes of work.

Monitoring, assessment, recording and reporting

- assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- mark and monitor students' work and set targets for progress;
- assess and record students' progress systematically and keep records to:
 - check work is understood and completed,
 - monitor strengths and weaknesses,
 - inform planning and recognise the level at which the student is achieving;
- prepare and present informative reports to parents;
- contribute to the setting and marking of all forms of departmental assessment.

Other professional requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- operate at all times within the stated policies and practices of the school, especially those relating to the safeguarding of, and promoting the welfare of, children;
- establish effective working relationships and set a good example through personal presentation and professional conduct;
- contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- take responsibility for their own professional development and duties in relation to school policies and practices;
- organise educational visits, activities and extra-curricular clubs societies as appropriate;
- promote the general progress and well-being of individual pupils and of the any class or group assigned to the post holder;
- provide guidance and advice on educational and social matters where appropriate;
- help ensure that teaching areas are attractive in appearance and conducive to stimulating an interest in the subject;
- contribute to the induction of new members of staff;
- carry out supervisory duties in accordance with published rosters
- contribute towards the marketing of the school by participating in Open Mornings and parent events;
- carry out other associated duties as are reasonably assigned by the Head or other appropriate senior member of staff;
- take part in the professional review programme as a mentee and as a mentor, as directed;
- participate, when appropriate, in meetings and functions with colleagues and parents

The post holder may also be required to perform any other duties as may be reasonably required as far is relevant to the post holder's grade and level of responsibility, for which the post holder has the necessary experience and/or training. Responsibilities may be subject to review from time to time and amended to reflect changing circumstances.