**Teacher of Computing - Job Description**

* To continually review methods of teaching, programmes of work and participate in arrangements for further training and professional development.
* To plan, prepare and teach lessons to KS3 students, developing within them a real thirst for computational concepts, including computational thinking, programming, website design skills and graphical and audio manipulation concepts and packages.
* To teach CAIE IGCSE Computer Science to KS4 students, imbuing them with a real sense of the importance of the subject as a 21st Century skill
* To teach CAIE A-level Computer Science to Sixth Form students, preparing them for life and a technological future that reaches far beyond the boundaries of the school
* To set homework and mark written work regularly according to the Marking Policy and ensure that the correct procedures are followed if work is missing, incomplete or late.
* To set, supervise and mark school examinations and coursework for public examinations.
* To assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and parents’ evenings.
* To provide written information for UCAS and other similar forms when required.
* To consult with the headteacher about any problems occurring over academic matters, such as aspects of the curriculum or the syllabus for GCSE or A Level.
* To keep records of attendance at lessons as required.
* To create, coordinate and analyse CAT4 assessment testing for a range of students as required.
* To coordinate the IT Support provision across the school, in tandem with our external IT Support team.
* To advise on strategic decisions in relation to IT across the school
* To invigilate public examinations as required.
* To keep records of books and materials distributed.
* To continually review methods of teaching, programmes of work and participate in arrangements for further training and professional development.
* To maintain good order and discipline among pupils and safeguard their health and safety.
* To provide cover for absent staff.