Great Wyrley High School

**Teacher of Computer Science and ICT–** *Job Description*

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| **What is the purpose of the job?**  To ensure high quality provision and effective teaching and learning through curriculum of Computer Science and ICT. |
| **What do you have to achieve?**  Within the curriculum area:   * promote a positive learning ethos * maximise the achievement of all students * encourage good student motivation * a visible presence within a team of teachers * breakdown the barriers to learning with creative teaching |
| **What are the job particulars?**   * MPS/UPS * Accountable to the Faculty Leader and the Headteacher * The activities outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. |
| **Staff Development:**   * to take part in the school’s staff development programme by participating in arrangements for further training and professional development * to continue personal development in the relevant areas including subject knowledge and teaching methods * to engage actively in the Performance Appraisal Review process * to ensure the effective/efficient deployment of classroom support |
| Marking and Assessment:  * to fully implement the school Marking and Feedback policy * to fully implement the school Assessment policy |
| Managing Information:  * to maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc. * to complete the relevant documentation to assist in the tracking of students * to track student progress and use information to inform teaching and learning |
| Communications:  * to communicate effectively with parents of students as appropriate * where appropriate, to communicate and cooperate with persons or bodies outside of the school * to follow agreed policies for communications in the school |

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| Management of Resources:  * to contribute to the process of the ordering and allocation of equipment and materials * to assist the Faculty Leader to identify resource needs and to contribute to the efficient/effective use of physical resources * to cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students |
| Pastoral System:  * to be a Form Tutor to an assigned group of students in a tutor group * to promote the general progress and well-being of individual students and of the tutor group as a whole * to liaise with a Director of Key Stage to ensure the implementation of the school’s Pastoral System * to register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life * to evaluate and monitor the progress of students and keep up-to-date student records as may be required * to contribute to the preparation of action plans and progress files and other reports * to alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved * to communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff * to contribute to the PSHE, and enterprise education according to school policy * to apply the behaviour management systems so that effective learning can take place |
| Teaching and Learning:  * to teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere * to set high expectations for all student behaviour, ensuring the school’s behaviour policy is applied consistently and fairly * to assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required * to provide, or contribute to, oral and written assessments reports and references relating to individual students and groups of students * to undertake a designated programme of teaching * to ensure a high quality learning experience for students which meets internal and external quality standards * to prepare and update subject material * to use a variety of delivery methods which will stimulate learning appropriate to student need and demands of the syllabus * to maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standard of work and homework * to undertake assessment of students as requested by external examination bodies, departmental and school procedures * to mark, assess and give written/verbal and diagnostic feedback as required * to plan and facilitate learning using the School Teaching and Learning Policy and guidance. |

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| Other Specific Duties:  * to play a full part in the life of the school community, to support its aims and to encourage staff and students to follow this example * to promote actively the school’s policies * to continue personal development as agreed * to comply with the school’s health and safety policy and undertake risk assessment as appropriate * to undertake any other duty as specified by STPCB not mentioned in the above * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. * Employees will be expected to comply with any reasonable request from a school leader to undertake work of a similar level that is not specified in this job description. * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. * The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. * This job description is current at the date shown, but following consultation with you, may be changed by leadership team to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

Nov 2017