

## ICT/COMPUTINGTEACHER

### JOB DESCRIPTION

<b>LOCATION</b>	Queen's Qatar	
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>• To support the leadership team in fulfilling the school's mission statement by delivering a high-quality education to children.</li> <li>• Demonstrate a commitment towards implementing the mission, vision and values of Queen's and Artemis Education.</li> <li>• Take an active role in the development of the ICT department and computing curriculum throughout the school.</li> <li>• Develop key community links.</li> <li>• Engage in co-curricular activities as required ensuring a high level of good quality participation by a wide range of students.</li> <li>• To demonstrate thorough curriculum knowledge, teach, and assess effectively, take responsibility for professional development, and ensure students achieve their potential.</li> </ul>	
<b>REPORTING TO</b>	Principal	
<b>DIRECT REPORTS</b>	Lead Teacher	
<b>OTHER KEY RELATIONSHIPS</b>	Internal: <ul style="list-style-type: none"> <li>▪ Teachers</li> <li>▪ Administrative staff</li> </ul>	External: <ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Families</li> </ul>
<b>KEY RESULTS AREA</b>		
<b>LEARNING AND TEACHING</b>	<b>PERFORMANCE MEASUREMENT</b>	
<ul style="list-style-type: none"> <li>▪ To be an exemplary ICT/computing teacher, clearly demonstrating effective planning, teaching, organisation, and high standards of achievement and behaviour in lessons.</li> <li>▪ To be responsible for the development and ongoing review of the school's ICT/computing curriculum and related schemes of work.</li> <li>▪ To follow the school's assessment, recording and reporting procedures.</li> <li>▪ To facilitate visiting specialists and develop links with the technology community.</li> <li>▪ Be willing to share good practice within and beyond the ICT/computing department.</li> <li>▪ Use the student tracking and monitoring processes to advance children's learning and enhance professional practice in line with the school's aspirations and priorities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lessons observations</li> <li>▪ Pupil Progress reviews</li> <li>▪ Data analysis</li> <li>▪ Documentation</li> <li>▪ Review of student work</li> </ul>	
<b>PLANNING AND PREPARATION</b>		
<i>Teacher Input</i>	<ul style="list-style-type: none"> <li>▪ Planning review</li> <li>▪ Lesson observation</li> <li>▪ Documentation</li> <li>▪ School assemblies and musical</li> </ul>	

performances

- Foster digital literacy skills by teaching students how to use technology responsibly, ethically, and effectively for communication, research, and problem-solving.
- Provide opportunities for students to develop a range of ICT skills, including using software programmes, coding, multimedia creation, data analysis, and internet research.
- Educate students about cybersecurity risks, including strategies to protect personal information.
- Promote responsible digital citizenship by teaching students about online etiquette, and their roles as responsible digital citizens.
- Introduce students to coding and programming concepts, languages, and platforms to develop creativity in ICT projects.
- Teach students project management skills, including planning, organising, executing, and evaluating ICT projects to enhance their project-based learning experiences.
- Explore emerging technologies, such as artificial intelligence, to expose students to cutting-edge ICT trends and applications.
- Identify clear teaching objectives, content, structures and sequences of lessons appropriate to the educational needs of the students in each class.
- Use the student tracking and monitoring processes to advance children’s learning and enhance professional practice in line with the school’s aspirations and priorities.
- Demonstrate a commitment towards implementing the mission, vision and values of Queen’s and Artemis Education

***Learner Output***

- Demonstrate proficiency in using digital tools and software in a range of uses and techniques.
- Understand cybersecurity risks, practice safe online behaviour.
- Engage actively in using technology tools for learning, and leverage technology for academic success.
- Develop coding and programming skills to enhance computational thinking, and creativity in ICT projects,
- Explore and experiment with emerging technologies like artificial intelligence, to understand their applications and implications in the digital landscape.
- Critically evaluate the reliability, credibility, usability, and appropriateness of digital tools and software applications.
- Engage in continuous learning, adapt to new technologies and challenges, and seek feedback,

**PROFESSIONAL AND PERSONAL DEVELOPMENT**

- Continual development through the identification and implementation of your own Personal Development Plan
- Development Plan to include:
  - Continually striving to improve performance.
  - Setting and working towards targets with your line manager linked to the school development plan.

- Performance appraisal
- Personal Development Plan
- Engagement with training and development opportunities

<ul style="list-style-type: none"> <li>- Engage in ongoing professional development to stay current with ICT trends, tools, and pedagogies.</li> </ul>	
<b>PROFESSIONAL AND PERSONAL DEVELOPMENT</b>	
<ul style="list-style-type: none"> <li>▪ Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK.</li> <li>▪ Compliance with visa requirements for working in Qatar.</li> <li>▪ A commitment to safeguarding and promoting the welfare of all pupils, and a willingness to undertake appropriate child protection training when required.</li> </ul>	
<b>PERSONAL SPECIFICATIONS</b>	
<ul style="list-style-type: none"> <li>▪ Bachelor's degree in a relevant field or degree plus PGCE/QTS</li> <li>▪ Teaching Qualifications</li> <li>▪ Further Degree (e.g. MA)</li> </ul>	<p>Essential Essential Desirable</p>
<ul style="list-style-type: none"> <li>▪ Proven record of accomplishment and two years of teaching experience</li> <li>▪ Teaching within International Schools</li> <li>▪ Good working knowledge of the English National Curriculum</li> <li>▪ Good classroom practice and interpersonal skills</li> <li>▪ Ability to prioritize workloads and to work on own initiative</li> <li>▪ Range of teaching experience across different year groups</li> <li>▪ Integrate technology into the classroom experience to enhance and extend the learning of students.</li> <li>▪ Successfully teach students using technology in a virtual environment</li> </ul> <p><i>Skills</i></p> <ul style="list-style-type: none"> <li>▪ Experience of teaching in the UK and overseas</li> <li>▪ Experience in leading meetings or INSET sessions</li> </ul> <p><i>Other Qualities</i></p> <ul style="list-style-type: none"> <li>• Relish the prospect of collaborative planning and teaching within the wonderful country of Qatar.</li> <li>• Be open to ideas, and to continued professional development.</li> <li>• Be creative in the design and delivery of the curriculum.</li> <li>• Be energetic and prepared to go the extra mile in shaping the school's future.</li> <li>• Be creative and flexible in the delivery of an outstanding curriculum</li> <li>• Commit to the CCA programme of the school</li> </ul>	<p>Essential  Desirable Essential Essential Essential Essential  Essential  Essential Desirable  Essential  Essential Essential Essential Essential</p>
<b>PERSONAL ATTRIBUTES</b>	
<p>Here is what we expect at Queen's:</p> <ul style="list-style-type: none"> <li>▪ High levels of personal integrity</li> <li>▪ Conscientious and able to focus on completing work to a consistently high standard</li> <li>▪ Flexible and positive approach to work</li> <li>▪ Excellent organisational and time-management skills; high attention to detail</li> <li>▪ Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved</li> </ul>	

- Adaptable to working in a fast-paced, ever-changing environment
- Ability to work under pressure and remain calm
- Proactive and willing to take on multiple tasks
- Self-motivated and enthusiastic
- Ability to work independently
- Must be a team player, willing to help, and be flexible
- Continually strive for improvement

## **DISCOVER YOUR GREATNESS**

We are Artemis Education, a leading international schools organisation. Our mission is to improve access to outstanding education. Every day, our teachers and support colleagues encourage our students to discover their greatness. Our vision is to inspire students to become purposeful, proactive, and passionate global citizens. Our innovative use of educational technology also creates a personalised, 21st-century learning experience for all students. We recruit and retain the world's best teachers and offer unforgettable events and expeditions.

This job description does not constitute a complete description of duties. Staff members shall carry out the professional duties of their assigned role, including those duties particularly assigned by their direct report, as set out above but not restricted to them. The staff member may be required to undertake other duties as reasonably required by the school.

## **SAFEGUARDING**

*Queen's is committed to safeguarding and promoting the welfare of children and young people. As an employee you are expected to share this commitment. The protection of students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organization. All staff commit to implementing and adhering to the Safeguarding Policy.*