HARROW INNOVATION LEADERSHIP ACADEMY 哈罗礼德学校 SHENZHEN QIANHAI 深圳前海

HARROW INTERNATIONAL SCHOOL 哈罗国际学校 SHENZHEN QIANHAI 深圳前海

LOWER SCHOOL COMPUTING SPECIALIST JOB DESCRIPTION

Job Title:	Lower School Computing Specialist
Line Manager:	Head of Lower School

Responsible to:
The Specialst Teacher is responsible to the Head of Lower School, Head of Phase and Heads of Department with whom he/she will meet regularly providing advice, feedback and information as required.

Duties and Responsibilities	
Key areas of accountabilities	**Main duties & responsibilities to support achieving accountabilities**
General	• Actively promote and develop the ethos of the School. • Lead by example in all professional matters in line with the UK Teaching Standards and the standards expected by Harrow Shenzhen Qianhai. • Uphold the expectations made by Harrow Shenzhen Qianhai in regards to student behaviour such as ensuring that all students observe matters such as dress, punctuality and School rules. • Actively establish good relations and open communication with parents. • Support and attend all major School events. • Maintain a teaching load appropriate to the position, including the participation in and leading of extra curricular activities both in the School day, evenings and weekends as appropriate, and as agreed with the Head Master. • Take a fair and appropriate share of duties. • Attend House activities including residential activities as well as Expeditions. • Follow School policies and procedures. • Meet deadlines in a timely manner. • Set high expectations both academically and socially/emotionally for all pupils in your care. • Contribute to the School's value and ethos. • Collaborate with colleagues in areas of planning and assessment and whole school initiatives. • Collaborate with colleagues in areas of planning and assessment and whole school initiatives. • Provide a stimulating learning environment through creative and interactive displays and stimulating learning areas. • To keep the Head of the Lower School and the Head Master fully informed of significant developments concerning any child in the form. • To be punctual, smart and appropriately dressed and to behave in such a manner as is appropriate in line with the requirements laid out in our Staff Code of Conduct. • Commitment to Safeguarding and promoting the welfare of children and young people by ensuring that all staff, and those connected to the School, share this commitment and responsibility. To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure

	adequate arrangements within the School help to identify, assess, and support children who are suffering harm.
Curriculum Matters	• Possess a functional familiarity with the relationship between the UK EYFS and National Curriculum guidelines, Harrow Shenzhen Qianhai Units of Work, lesson plans and evaluation for the particular year groups and specialist subject taught. • Keep up to date with curriculum developments through reading, in-service training and peer observations. • Plan, prepare and document lessons on regular basis in the specific specialist area of the curriculum. • Manage the specialist subject curriculum delivery and associated resources in a manner that challenges and interests the students and is appropriate to their needs and skill-levels including catering for pupils with SEN, EAL and higher abilities. • Take responsibility for the specialist subject curriculum delivery and associated resources in a manner consistent with the School's and departmental policies and procedures. • Maintain an ongoing formative assessment programme related to Units of Work and associated learning objectives. • Prepare students for and administer summative assessment programmes including both school-based and externally examined assessments. • Maintain consistency with internal and relevant external marking schedules and moderation procedures. • Follow the School's Marking Policy. • Maintain legible, verifiable, accurate, comprehensive, defendable and fair records of formative and summative assessment results. • Write high quality and accurate reports on student performance for internal and external use as required. • To create written medium and short-term planning to ensure that pupils develop at an appropriate pace, with clear differentiated planning and teaching. • To use I.C.T. to support and extend all areas of the curriculum, including the use of interactive whiteboards.
Welfare and Discipline Matters	• Monitor the work of class/form students, providing guidance and advice when needed. • Write and maintain relevant records for individual student files and write reports. • Communicate and consult with parents on a regular basis and in a timely manner. • Participate in meetings for any of the purposes above. • Participate in the maintaining of high standards of behaviour and dress of students in the classroom and in all School locations and activities. • Follow Harrow Shenzhen Qianhai policies with regard to the health and safety of students both on and off the School premises when students are under the School's jurisdiction. • Take a pastoral interest in students in both the curriculum and extra-curricular activities so that they feel noticed, valued and cared for.
Personal Form responsibilities	• Be prepared to encourage and work with a House group in participating in House activities. • Participate in and lead Personal Development programmes with the various form groups.

	• Maintain regular communication with the parents.
Extra-Curricular Activities	• Supervise and/or coach students in the after-school activities programme and the extra-curricular sports and performing arts programmes. • Organise the logistics associated with these programmes as they relate to transport and accommodation. • To lead or support with events in the specialist area of the curriculum.
Personal Development	• Participate in the annual Professional Performance Review. • Participate in School-wide Inset initiatives. • Seek Inset opportunities that may arise from the appraisal process, including pathways to higher qualifications. • Seek advice from line managers with regard to professional development and career paths. • Take full responsibility for areas that may be reviewed in a full School audit.
Collegiality	• Attend meetings designed to share information necessary for the smooth running of the school and the successful delivery of its programmes. • Take responsibility for mentoring new teachers, particularly those with whom a functional relationship exists. • Supervise students during non-period time as determined by the duty rota. • Supervise classes on behalf of colleagues as determined by the cover schedule. • Behave at all times in a manner befitting a role model for the students of the school, and in a manner, that brings only respect to colleagues and the reputation of Harrow Shenzhen Qianhai in line with the Teaching Standards and those of Harrow Shenzhen Qianhai. • To support colleagues as necessary and to work co-operatively as part of a team attending all meetings and INSET.
Safeguarding	• To take seriously the responsibility to safeguard and promote the welfare of children, and to work together with others to ensure adequate arrangements within the School help to identify, assess, and support children who are suffering harm.

Key Relationships:

Internal

- School Leadership Team
- Classroom Teachers and Support Teachers
- Lower School Senior Management Team
- Pupils
- Administration Team

External

- Parents

Other important features:

- You will need to be calm and patient with a positive approach to managing young children.
- To exhibit the highest professionalism in all areas of work.
- To ensure all School policies and practices are being delivered and followed.
- To understand and communicate Harrow's Strategic Aims and Vision to staff, parents and students.
- To monitor the regular update and quality of Seesaw posts and use as an assessment tool
- To support LS SMT with the organisation and coordination of events including Year Group trips, assemblies, Open Days and any other events hosted by Year Groups.
- To support Year Group staff in the management of pastoral matters including rewards, sanctions and the Portfolio of Passions, Participation and Interest.
- To be committed to Safeguarding and the promotion of student welfare.
- To actively promote staff well-being within the school.

Person Specification

	Essential	Desirable
Behaviours	• Upholding the Code of Conduct and Harrow Beijing vision • Self-motivated and hard working • Well-organised ▪ Creative	• Willingness to learn and adapt • Willingness to offer extra curricular activities
Skills and Knowledge	• A good understanding of curriculum developments in the specific specialist subject area • An understanding of how Assessment for Learning can improve student performance • Ability to work in a way that promotes the safety and wellbeing of children • Effective communication and engagement with children and their families • Ability to work in a way that promotes the safety and wellbeing of children. ▪ Effective communication and engagement with children and their families.	• Open to exploring innovative approaches from across the educational field • Subject knowledge sufficient to challenge able students and achieve high outcomes • Knowledge and understanding of positive disciplinary methods. • Knowledge and understanding of child development and its impact on behavior ▪

Experience	• At least 2 years experience as qualified teacher • Experience/confidence to teach across the age range of 4-11 in the specialist subject ▪ Teamwork and collaboration	• Teaching experience in an International School • Know how to challenge and differentiate for children of varying abilities • Have taken a lead role in organising and implementing extra-curricular activities
Qualifications	• QTS or equivalent ▪ A specialism in the subject	• Proven record of improving standards through high quality teaching

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.