



# Computing Teacher - Job Description

**Support the use of Computing in the following areas:**

## **Curriculum**

- Reviewing and updating the Computing curriculum for (EYFS, KS1 and KS2 – Year 3)
- Reviewing and updating policies and e-safety on an annual basis
- Monitor both discrete Computing and cross-curricular references to Computing and to inform teachers of this where necessary
- Ensure safe use of the computers with pupils
- Assessments, recording and reporting
- Promote the use of the learning platform and other e-technologies with staff and pupils
- Ensure planning takes account of the needs of EAL, SEN and Enrichment pupils and the department is resourced/supported accordingly
- Monitor progress in the subject area and amend curriculum as necessary to improve progress
- Be up to date with new developments and advances in the teaching and provision of Computing and digital technologies, advising the Headmistress accordingly
- Attend courses related to the teaching and development of Computing and to ensure teaching and support staff are themselves supported through appropriate training and investment
- Develop and manage pupil logins (Reception to Year 3)
- Responsible for staff email set up.

## **Staff**

- Raise colleagues' awareness of the potential of Computing
- Use Computing skills in every day practice as a model for other teachers
- Encourage staff development either by organising and/or by delivering insets
- Support staff to achieve the school's Computing guidelines
- Contribute to meetings and discussions around Computing
- Ensure staff are aware of the Safe Use of Computers rules

## **Resources**

- Timetable access to the Computing suite
- Taking stock of IT equipment and placing orders
- Half termly Ink and Toner order for the whole school
- Maintain and develop resources for the teaching of Computing and to make these available to staff online or on the shared area
- Ensure resources are used efficiently and effectively

## **General**

- Keep abreast of current Computing issues and new technologies
- Carry out self-evaluation of Computing on an annual basis. Review where improvements can be made and liaise with SMT
- Review policy documents
- Carry out risk assessments when necessary in line with H&S requirements and school policy



- Liaise with the IT technician to ensure hardware, computers and shared area is always available for curricular and network use
- Responsible for basic IT maintenance and liaising with IT Technician on serious issues and IT development and implementation
- To be responsible for the organisation of school photos on the shared area and to remove and store these safely at the end of each school year
- To be a role model for pupils, demonstrating high standards of personal presentation, professional conduct and time keeping
- Develop and maintain effective working relationships with all teachers, parents and management
- Contribute to and/or attend insets to parents on matters relating to Computing and E-Safety
- Promote parental interest and understanding of their child's education
- Coordinate and/or lead staff updates in meetings that will contribute to whole school improvement and development
- To ensure the IT stockroom is kept tidy and that resources and equipment is clearly marked and easily accessible

### **Internet Safety**

- Liaise with the SMT review and update Internet safety policies where necessary
- Regularly renew pupil/parents acceptance of the e-learning Code of Conduct. Liaise with school secretary and Headmistress
- Support the Headmistress in developing an appropriate strategy should serious incidents occur
- Maintain a log of all incidents relating to Internet safety in school
- Liaise with secretary and Headmistress on the booking of outside companies to raise the awareness of Internet Safety issues (Childnet)
- Maintain a record of signed staff agreements to Acceptable User Policy
- Ensure that the teaching of Internet safety is embedded in the curriculum (EYFS, KS1 and KS2)