



## An Equal Opportunities Employer

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Lead Subject Teacher of ICT/Computing</b>
<b>SCALE:</b>	<b>Main Pay Scale + TLR 2.1</b>
<b>DATE:</b>	<b>1<sup>st</sup> September 2020.</b>
<b>RESPONSIBLE TO:</b>	<b>SLT</b>

#### **Terms and Conditions:**

All the post holder's responsibilities are subject to the general duties and responsibilities contained in the current Teachers' Pay and Conditions document and its successors

#### **DUTIES & RESPONSIBILITIES:**

All teachers will meet or surpass the Teacher Standards and/or Post Threshold Standards and will be required to:-

#### **ROLES AND RESPONSIBILITIES**

##### **1. Ethos**

- To create an exciting learning environment
- To be inclusive to all pupils
- To create relationships based on mutual respect
- To be an effective part of the team
- To manage own professional development.

##### **2. Curriculum and Planning**

- To work with others to plan highly effective lessons, schemes of work and curriculum maps
- To review their own lessons and effectiveness of own planning
- To contribute to development of curriculum and home learning (including Office 365 tools)
- To plan with Teaching Assistants to meet individual pupils on Additional Needs Register.

### **3. Teaching and Learning**

- To fully implement all school policies and procedures
- To make effective use of resources, including specialist software and new/emerging technologies.
- To take part in buddying with skill exchanges, observations, coaching and mentoring
- Act as form tutor within the House Continents System.
- To ensure all pupils can engage and achieve in lessons
- Use teaching methods with whole classes, groups and individuals that ensure that pupils are engaged and stimulated; that teaching objectives are met; that momentum and challenge are maintained and best use made of teaching time
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

### **4. Standards and Achievement**

- To ensure pupils make good or better progress
- To implement all actions following reviews of pupil progress.

### **5. Assessment**

- To fully implement the school policy and procedures to a high standard
- To plan for assessment for learning in every lesson
- To ensure assessment is accurate.

### **6. Liaison**

- To work closely with all support colleagues
- To work collaboratively with staff in sharing ideas and best practice
- To form effective relationships with parents and other parties.

### **7. Self-Evaluation**

- To contribute to the department and school's self-evaluation systems.

### **8. Community**

- To contribute to the school's community ethos – The Rhyddings Way

## **RESPONSIBILITIES SPECIFIC FOR THIS POST:**

- Computer science/ICT to all ages and abilities throughout the school, including GCSE and appropriate level 1/2 courses.
- Lead in the development of courses in the subject area.
- Lead on specific areas of the computing curriculum and assessment
- Strategically lead KS3 or KS4
- Prepare, plan and deliver training and development of others

- Supporting and holding others to account for performance
- Plan and prepare courses of study and lessons.
- Mark/feedback on students work in accordance with school and subject procedures, meeting regularly with other subject leaders to monitor/evaluate its effectiveness.
- Assess, record and report on the development, progress and attainment of students associated with this subject and in line with the school assessment policies.
- Take responsibility within the team for coordinating the work on a particular area, e.g. eSafety, teaching and learning styles, special educational needs, safeguarding
- Be subject to the school appraisal procedures linked to salary progression.
- Act as form tutor within the House Continents System.
- Attend meetings relating to subject or whole school matters.
- Discuss with the subject leaders your individual CPD needs.
- Attend all Inset meetings, and whole school school CPD as required.
- Undertake any other reasonable duties as may be required by the Headteacher in the light of developing circumstances.

The appointment requires you to carry out the duties of a school teacher:-

- (a) in accordance with the school's stated policies and practices;
- (b) under the current Conditions of Employment contained in the School Teachers' Pay and Conditions document and the range of duties set out in that document;

This job description will form part of the basis for teacher appraisal.

### **Note**

1. This job description is not necessarily a comprehensive definition of the post.
2. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher and the postholder.

All staff at Rhyddings Business and Enterprise School have responsibility for promoting the well-being and safeguarding the welfare of children and young people they have responsibility for or come into contact with in keeping with the *Keeping Children Safe in Education*' and child protection policies.

Signed.....

Print Name.....

Dated.....