Job Description

1.	INTRODUCTION

1.2 JOB TITLE: Teacher of Computer Science and Information Technology

1.3 JOB PURPOSE:

Under the reasonable direction of the Deputy Headteacher and Head of Faculty to:

- Carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) and

- Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.

- Monitor and support the overall progress and development of students as a teacher/ Form Tutor

- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

- Contribute to the school's learning agenda.

1.4 Line Management:
Reporting to - Head of Faculty, Deputy Headteacher & Headteacher

1.5 Liaising With:
Headteacher, Senior Leadership Team, Head of Technologies, Head of Family, Teachers and Support Staff, LEA Representatives, external agencies and parents.

1.6 Salary Scale: Classroom Teachers' Pay Scale

1.7 Working Time: Fixed Term / Part Time as specified within the STPCD

1.8 DBS Disclosure Level: Enhanced

2. TEACHING

2.1 Create opportunities for student learning according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.

2.2 Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

2.4 Mark, grade and give written/verbal and diagnostic feedback as required

3. STRATEGIC/ OPERATIONAL PLANNING

3.1 Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.

3.2 Contribute to the curriculum area and department's development plan and its implementation.

3.3 Plan and prepare courses and lessons.

3.4 Contribute to the whole school's planning activities.

4. CURRICULUM PROVISION

4.1 Assist the Head of Faculty in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives.

5. CURRICULUM DEVELOPMENT

5.1 Assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's mission and strategic objectives.

6. STAFFING

6.1 Take part in the school's staff development programme by participating in arrangements for further training and professional development.

6.2 Continue own professional development in the relevant areas including learning theory, subject knowledge and teaching methods.

6.3 Engage actively in the performance management review process.

6.4 Work as a member of a designated team and to contribute positively to effective working relations within the school.

6.5 Engage actively in the school's work of training teachers.

7. QUALITY ASSURANCE

7.1 Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against

quality standards and performance criteria. To seek/implement modification and improvement where required.

8.	MANAGEMENT INFORMATION

8.1   Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.

8.2   Track student progress and use information to inform teaching and learning.

9.	COMMUNICATIONS AND LIAISON

9.1   Communicate effectively with the parents of students as appropriate.

9.2   Where appropriate, communicate and co-operate with persons or bodies outside the school.

9.3   Take part in liaison activities such as parent's evenings, review days and liaison events with partner schools.

9.4   Contribute to the development of effective subject links with external agencies

10.	MANAGEMENT OF RESOURCES

10.1   Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of human and physical resources.

11.	PASTORAL SYSTEM

11.1   Be a Form Tutor to an assigned group of students and liaise with a Head of Family to ensure the implementation of the school's pastoral system.

11.2   Promote the general progress and well-being of individual students and of the Form Group as a whole.

11.3   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.

11.4   Contribute to PSHCE and citizenship and enterprise according to school policy

11.5   Follow the school's Child Protection procedures.

12.	SCHOOL ETHOS

12.1   Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.

12.2   Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Special conditions:
This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The School operates a Smoke Free Policy for all its employees which applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RMBC.

13. SIGNATURES

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 below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed ....
(Teacher)

Signed ....
(Headteacher)

Dated ....
(Teacher)

Dated ....
(Headteacher)

Person Specification
Teacher of Computer Science and Information Technology

The ideal candidate will have:

- A record of outstanding classroom practice
- An outstanding team player able to bring out the very best in others and lead by example
- Skilled at working with people; understands that individuals count
- A creative and imaginative thinker who has the ability to identify possible solutions to problems that are innovative
- Excellent communication skills
- An ability to maintain focus and perspective at all times
- Complete professional and personal integrity
- A passionate commitment to develop the best in our learners
- An understanding of attainment data and how it is used to improve learner outcomes
- The ability to act as a role model for other professionals and learners, particularly in the area of teaching and learning
- An ability to meet deadlines
- Educated to degree level with QTS
- Evidence of appropriate CPD/training/Professional Qualifications related to developing teaching and learning provision
- Knowledge of, and an ability to demonstrate, how differing approaches to teaching and learning can enhance pupil progress

PLEASE NOTE: It is school policy to regularly review job descriptions with both the changing needs of the school and the individual staff development and training needs in mind. Thus, the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.