JOB DESCRIPTION - KEY STAGE 2 TEACHER
MEDIA STUDIES AND COMPUTING TEACHER

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

TITLE

KS2 Teacher - Media Studies and Computing

PURPOSE OF JOB

To provide leadership in the development and management of Media Studies and Computing, and the use of resources. To ensure continuity throughout the school by liaising regularly with the Deputy Head. To teach pupils within the school and to undertake such other duties consistent with the nature and responsibility of the post which the Head may from time to time determine.

The school recognises that this is a part-time post and therefore will be realistic in the delivery possible within this time.

RELATIONSHIPS

Responsible to the Deputy Head for teaching duties and responsibilities, and for teaching tasks. Interact on a professional level with co-ordinators and other colleagues and seek to establish and maintain productive relationships with them to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school, with particular reference to Media Studies and Computing. Offer support to staff in the delivery of Media Studies and Computing and co-ordinate the evaluation of Media Studies and Computing experiences throughout the school.

RESPONSIBILITIES AND KEY TASKS

(a)   Monitor the implementation of the National Curriculum requirements for Key Stages 2 and to promote Media Studies and Computing as a teaching and learning tool in the primary curriculum. Promote Media Studies and Computing activities to enrich the Upton House curriculum in accordance with the school aims and policies.

(b)   Provide support and training to colleagues in the use of Media Studies and Computing. Co-ordinate, plan and lead, when necessary, in-service training relevant to this and participate in meetings designed to integrate the work of the co-ordinator into the management of the school.

(c)   Develop the use of Media Studies and Computing as a teaching tool throughout the school through forward planning which embraces on-going technological advances.

(d)   Liaise with the Deputy Head regarding the requisition, storage, maintenance and deployment of resources and equipment needed for the use of Information and Communication Technology in accordance with the school's policy including the software library, liaising with the appropriate technical support in order to manage the fileserver and develop the internet and school website.

(e)   Assist the Head in the preparation of reports relating to the teaching of Media Studies and Computing if these are requested by the Council of Management or outside agencies.

(f)   Contribute examples of work using Media Studies and Computing to display and make contributions relating to the use of Media Studies and Computing materials published about the school.

(g)   Recognise examples of good practice and encourage a collaborative approach between staff.

(h)   Keep up-to-date by reading and attending courses and seminars as appropriate.

(i)   Consider and encourage the growth of cross-curricular approaches.

(j)   Seek to ensure the effective use of resources, proper maintenance of materials.

(k)   Teach pupils within the school and carry out such other associated duties as are reasonably assigned by the Head.

Person Specification – Teaching Staff

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Essential qualities

- recognised teaching qualifications
- professional approach to parents and colleagues
- motivation and enthusiasm to work with children
- emotional resilience in the working environment
- sense of humour
- loyalty and confidentiality in and out of working hours to the school
- team player
- supports the school's commitment in safeguarding and promoting the welfare of children and young people
- an updated knowledge of current educational practice
- ability to produce differentiated lessons that cater for a wide range of learning ability
- ability to use information technology to supplement education
- ability to communicate effectively to a variety of audiences both orally and in writing
- interested in extending knowledge and developing professional practice through training
- keenness to use initiative and be given responsibility
- ability to work some hours additional to normal working hours for purposes of training, meetings and parents evenings without additional pay