



Job Description

- Job Title:** Teacher of Computer Science
- Reporting to:** The Headmaster, Senior Deputy Head
- Salary Scale:** Alton School Salary Scale
- Job Summary:**
- To organise the teaching of courses within the Department
 - To provide ICT support in the school
 - To liaise with RM Solutions regarding maintaining and upgrading the ICT infra structure

Job Content - Main Duties

Teaching

- To prepare for and undertake the teaching of Computer Science across the ability range to GCSE and A Level
- To be responsible for departmental schemes of work, coursework moderation process
- To keep full records of attendance and achievement/progress of all pupils taught including formative and summative assessment
- To contribute towards the upkeep and updating of curriculum resources
- To ensure appropriate course materials are available for pupils
- To take responsibility for corridor and classroom displays as appropriate
- To ensure all risk assessments are completed
- To ensure all equipment is in a safe condition, complying with health and safety regulations and ready for use by the pupils
- To ensure individual needs are met through appropriate use of differentiation
- To support numeracy and literacy across the curriculum

Liaison (in and out of school)

- To lead a subject team
- To liaise with other members of the school teaching staff and keep informed of major changes in the national curriculum
- To attend staff, departmental and other meetings as required
- To attend/contribute to school working parties/reviews
- To attend INSET meetings and courses as required
- To support and liaise with RM Solutions and specialist teachers as required

Pastoral

- To liaise with the Deputy Head Pastoral and Headmaster as appropriate on pastoral matters
- To display commitment to the protection and safeguarding of children and young people

General Role

- To provide leadership and maintain firm discipline
- To undertake breaktime/lunchtime/bus/detention and other duties as required
- To contribute to extra curricular activities

Other Responsibilities

- To review performance annually in discussion with the Senior Leadership Team
- To adhere to school procedures outlined in the Staff Handbook and Policy documentation
- To monitor and evaluate staff performance and participate in the appraisal
- Any other duties deemed appropriate by the Headmaster