



JOB DESCRIPTION

DEPARTMENT:	CYPES (HAUTE VALLEE SCHOOL)
JOB TITLE:	Teacher of ICT
REPORTS TO:	Curriculum Leader for Business, ICT and Computing
GRADE:	MPS

JOB PURPOSE

To ensure all students reach their full potential through the delivery of high quality teaching and learning, alongside effective monitoring, assessment and target setting.

KNOWLEDGE AND UNDERSTANDING

- Have a detailed knowledge of the relevant aspects of the students' National Curriculum and other statutory requirements at a standard equivalent to degree level to be able to teach confidently and accurately at KS3 and KS4.
- Have a secure knowledge and understanding of the specialist subject descriptors at KS3 & KS4 as well as examination specifications and courses.
- Understand progression across Key Stages in your specialist subject. Respond securely to subject-related questions which students raise and know about students' common misconceptions and mistakes in their specialist subject.

PLANNING AND SETTING EXPECTATIONS

- Plan effectively to ensure that all students have the opportunity to reach their full potential, meeting the needs of each individual student and collaborating with other professionals with specialist help where required.
- Identify clear teaching objectives, success criteria, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
- Set appropriate and demanding expectations for students' learning and motivation. Set clear targets for students' learning, building on prior attainment.

TEACHING AND MANAGING STUDENT LEARNING

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and teaching time is maximised for effective progress.
- Use teaching methods including a variety of differentiation strategies which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set appropriate and challenging targets using prior attainment and assessment information.
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships, in line with the school's positive behaviour policy.
- Liaise with any colleague as and where appropriate to support students' and their learning.

ASSESSMENT AND EVALUATION

- Assess how well learning objectives and success criteria have been achieved and use this assessment for future teaching and student learning.
- Make accurate assessments and record student progress systematically, including data tracking, focused observation, questioning, testing and marking.
- Mark and monitor students' class and homework in line with school policies and provide constructive oral and written feedback, setting targets for students' progress and allowing time for student response.

STUDENT ACHIEVEMENT

- Set clear targets for improvement of students' achievement, monitor students' progress towards those targets and use appropriate teaching strategies and interventions in the light of this.
- Be committed to ensuring that every student is given the opportunity to reach their minimum expected grade and beyond.
- Utilising the policies and practices in place for recognising student achievement.

RELATIONSHIP WITH PARENTS AND WIDER COMMUNITY

- Complete subject and tutor reports for parents.
- Recognise that learning takes place outside the school context and provide opportunities to develop students' understanding by relating their learning to real and work-related examples.
- Understand the need to liaise with agencies responsible for students' welfare.
- Liaise effectively with students' parents/carers through informative oral and written reports on students' progress and achievements, discussing appropriate targets, and encouraging them to support their children's learning, behaviour and progress.

MANAGING OWN PERFORMANCE AND DEVELOPMENT

- Understand the need to take responsibility for your own professional development and to keep up to date with research and developments in pedagogy and in the subjects you teach.
- Set a good example to the students you teach in your presentation and your personal conduct.
- Evaluate your own teaching critically and use this to improve your effectiveness.
- Take responsibility for implementing school policies and practices, recognising that these span across all staff in school.
- Share your good practice within your team and across other teams in the school.

MANAGING AND DEVELOPING STAFF AND OTHER ADULTS

- Establish effective working relationships with professional colleagues.
- Where applicable, deploy support staff and other adults effectively in the classroom, involving them, where appropriate, in the planning and management of students' learning.

MANAGING RESOURCES

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives and outcomes to be met.

OTHER PROFESSIONAL REQUIREMENTS

- Support and promote the values and aims of Haute Vallee School.
- Have a working knowledge and understanding of the teacher's professional duties.
- Carry out other duties as laid down in the Teachers' Task.
- Be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held by the school.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies.
- Work in accordance with the school's health and safety policies and procedures.
- Be a form tutor and to carry out the related duties.
- Take an active part in the school's Activities Week programme.
- Take an active part in the school's House system.
- Contribute to the school's extra-curricular programme.
- Carry out any other duties required by the Headteacher.

This Job Description is subject to regular review and amendment.

PERSON SPECIFICATION

EXPERIENCE, SKILLS & ABILITIES

- Experience of teaching KS3 and 4.
- Evidence of good/outstanding teaching.
- A high level of organisational skills.
- The ability to create a stimulating visual environment in the classroom.
- Knowledge of the changes to the new GCSE specification.
- Excellent written and communication skills, including appropriate ICT skills.
- A secure knowledge of the importance of data as a means both to measure and to extend progress.
- A level of understanding of Literacy techniques.

QUALIFICATIONS AND TRAINING

- Good Honours degree in relevant subject.
- Qualified Teacher Status.

PERSONAL QUALITIES

- Commitment to safeguarding and promoting the welfare of children and young people.
- Motivation to work with children and young people.
- Able to form good relationships with students, staff and parents.
- A commitment to lifelong learning and a willingness to contribute to furthering their own learning through the schools extensive in-house CPD programme.
- Personal drive and energy to motivate and inspire staff and students.
- Commitment to school's values and moral purpose.

Signed: _____ **Date:** _____
(Employee)

Signed: _____ **Date:** _____
(Headteacher)