POSITION: Senior School Computer Science

Basic Information			
JOB TITLE	Senior School Computer Science	**DEPARTMENT**	Academic
TO WHOM RESPONSIBLE	Head of Computer Science		
MAIN PURPOSE	Teacher of Computer Science		

MAIN TASK:

The successful candidate will play a key role in the continued development of ICT and computing at Wellington College International Shanghai. The College is looking for a candidate who would relish the challenge of working in an academically able environment, primarily within the KS3 and KS4 curriculum.

The Senior School computer science teacher will have the responsibility for the planning and teaching of the subject to the designated class, the content of each lesson being determined by the College curriculum and by the Head of Computer Science. The teacher will ensure that the subject is delivered in a way that provides coverage, progression and continuity. The teacher will also be required to carry out other such duties as the Head of the Senior School or the Master may reasonably direct from time to time. He/she is expected to display the highest standards of professionalism in his/her teaching and in his/her relationships with colleagues and parents.

The teacher must ensure that a good learning environment is provided for the teaching of computer science and that the pupils develop a positive attitude to the subject within the College. The teacher must present lessons in a structured and co-ordinated manner with due regard to the ability of the students and the curriculum targets of the particular year group.

TEACHING STAFF RESPONSIBILITIES:

- DIRECTED TIME: To ensure attendance in College between stipulated hours and to attend all meetings/functions deemed to be directed time.

- PUNCTUALITY: To set high standards with regard to punctuality and to insist on the same from the pupils. To encourage good time-keeping amongst the pupils, monitor lateness within the class and provide remedies, both individual and general, to rectify its occurrence.

- COLLEGE RULES: To apply consistently and diligently the rules of the College in order to maintain discipline, standards of dress and to safeguard the happiness, safety and well-being of all pupils. To ensure that pupils know, understand and follow the College rules.

- ABSENCE: To request approval from the Master, via the Head of the Senior School, for any absence from the College and to give notice to appropriate people, especially the Head of Computer Science in good time. Wherever possible, to make medical appointments outside normal directed working time.

- STANDARDS: To maintain, with the rest of the teaching staff, high standards of conduct both in and out of the classroom. To act always in a way that conforms to the College ethos and values, and is in the best interests of the students.

- SAFETY: To emphasise the importance of safety and of safe methods of working in the classroom, and indeed in all areas of the College and the curriculum. To communicate to the pupils that they must take a responsible attitude to equipment and materials with which they have been provided and that they will be disciplined and possibly charged for damage inflicted upon College property.

- DRESS: To maintain smart and professional standards of appearance.

- MONITORING: To monitor and evaluate constantly the effectiveness of your own teaching, maintaining good standards of practice and ensuring progression. To participate fully in the staff appraisal system, with classroom observation of colleagues and a willingness to be personally observed within the classroom. To submit books, records or planning as required for monitoring by colleagues or the Head of Computer Science.

- ASSESSMENT: To assess regularly the pupils' work by means of formal and informal assessment, as directed by the Head of Computer Science, the Head of the Senior School and the Master. To communicate with the Head of Computer Science and Head of the Senior or school regarding any student whose progress or behaviour gives cause for concern.

- COMMUNICATION WITH PARENTS: To communicate with parents on a regular basis, as directed by the Head of Computer Science, the Head of the Senior School and the Master. To attend parents' meetings as required and to provide accurate, honest information regarding the progress of individuals in computer science and ICT at these meetings. To report to the parents in the form of regular written reports, and when may be additionally required by the Master and the Head of the Senior School.

- RECORD KEEPING: To maintain all the relevant College records, and ensure they are provided/delivered at the stipulated time. To keep all records relating to the pupils' academic progress, and to ensure that these records are shared with colleagues and are available for inspection by the Head of Computer Science, and the Master.

- CURRICULUM POLICY: To be involved in developing, implementing and monitoring all College policies regarding computer science and ICT, and to assist in the necessary documentation pertaining to the subject, where required by the Head of Computer Science.

- DISPLAY: To ensure that the examples of pupils' work are displayed and presented to a high standard in the classroom, and, where appropriate, throughout the department. To ensure that these displays are changed regularly.

- CLASSROOM APPEARANCE: To ensure that the classroom and adjacent corridors etc. are kept suitably tidy for prospective parents, to welcome the latter into the classroom and be prepared to give a short explanation of lesson content and displays etc.

- DUTIES: To carry out duties in the Senior School as required and timetabled by the Head of the Senior School and the Master. This will include playtime supervision, lunchtime supervision and after-school supervision.

- COVER: To provide cover for absent colleagues as and when deemed necessary by the Master.

- STAFF DEVELOPMENT: To attend and participate fully in Wellington College Staff Development and INSET programmes. To attend staff meetings and briefings as and when required by the Master and the Head of Computer Science.

- MANAGEMENT OF RESOURCES: To assist the Head of Computer Science with the management of resources.

- COLLEGE DEVELOPMENT: To support the College development plan generally and in so far as it relates to computer science and ICT.

- EXTRA-CURRICULAR ACTIVITIES: To play a full role in the weekly extra-curricular activities programme, with particular regard to music activities, under the management of the Head of Computer Science.

- ASSEMBLIES: To make a significant contribution to College assemblies, particularly in the Senior School, and newsletters, and by so doing highlight the work carried out by pupils in the subject.

- COLLEGE EVENTS: To contribute as fully as possible to the annual calendar of College events, with particular regard to music activities, under the management of the Head of Computer Science.