HARROW
INTERNATIONAL SCHOOL
HAIKOU

WHOLE SCHOOL SUBJECT SPECIALIST TEACHER JOB DESCRIPTION

Job Title:	Whole School Subject Specialist Teacher (Computing)
Line Manager:	Head of Upper School/Head of Lower School

Purpose of Job

- Responsible for fostering positive self-esteem and supportive relationships for all students, founded upon respect and mutual trust
- Responsible for maximising the academic progress of the students they teach by delivering the very highest standards of teaching and learning
- Promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge whilst valuing the contribution that individuals make to the success of the school
- Promote equality of opportunity for all regardless of race, religion or gender and encourage excellence, resourcefulness and perseverance

Duties and Responsibilities

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student progress
- Actively support the vision, ethos, culture and policies of the school
- Inspire and motivate students, teachers and other school employees
- Comply with the professional duties of the Harrow staff Code of Conduct
- Contribute to a school culture which is positive, purposeful and professional
- Engage positively in the school Appraisal process and performance management arrangements
- Are committed to safeguarding and to promoting the welfare of children and young people

Teaching and Learning

- Be an excellent teaching practitioner in planning, preparing and delivering well-structured, clearly presented lessons appropriate to the abilities of all students and maximising their learning progress
- Make sure that the classroom is a stimulating environment that facilitates learning
- Generate enthusiasm for the subject being taught and inspire all students to work to their potential
- Liaise with the Inclusion Team where a student may have special educational needs and with the tutor if a student is experiencing pastoral difficulties
- Promote high standards of behaviour by encouraging a positive, proactive approach to study and build productive relationships with students
- Set homework according to policy and pertinent to the student's ability and wider workload

- Promote high standards in the use of English as the common language and help ensure strong academic progress
- Provide high quality, accurate, constructive and targeted information to parents at Parents' Evenings, in subject reports, meetings and communications
- Assess, record and monitor the progress of all students according to school guidelines in order to provide accurate information to parents in a variety of forms, as and when necessary
- Develop, maintain and share materials and resources in order to achieve excellent learning outcomes for all students
- Partake proactively in the annual cycle of subject monitoring, review and improvement planning

Accountability

- Be respectful of the needs of colleagues and the school with regards to cooperation, collegiality, deadlines and team cohesion
- Participate positively in meetings, follow policies and generally contribute to the effective and efficient running of the school
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives
- Engage positively in, and contribute to, INSET activities offered by the school
- Enthusiastically contribute to cross-curricular links and initiatives, and extracurricular activities
- Be involved in new initiatives within the school as part of ongoing professional development
- Take an active interest in maintaining subject knowledge, learning networks and current educational research
- Constructively contribute towards school developments and to implement agreed whole school policies and initiatives
- Contribute and respond positively to the outcomes of the school's self-evaluation reviews and inspection
- Behave in a manner befitting a role model for the students of the school and in a manner that brings only respect to colleagues and the reputation of Harrow
- Be proactive in maintaining and developing your IT capability in line with the Digital Learning Strategy

Other Responsibilities

- Undertake other reasonable duties as requested by members of the Senior Leadership Team and any duties that the Head Master/Mistress deems necessary for the effective operation of the school

Personal Specification

Education, training and qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS
- Working knowledge of the National Curriculum of England including EYFS, KS1, KS2, KS3, IGCSE/GCSE and A Levels as appropriate
- Evidence of relevant and challenging continuing professional development

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Knowledge and experience

- Minimum two years' teaching experience
- Be aware and up to date in all relevant safeguarding polices and practice
- Knowledge and experience of how to use of ICT effectively in promoting student learning
- Recent and consistent involvement in extracurricular activities
- Previous experience or knowledge of working with students for whom English is not their first language

Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background
- Passionate about teaching and a strong commitment to holistic education
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes
- A positive and solution-focused attitude to working life
- Highly motivated, ambitious and collaborative
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them

Other

- A clean enhanced Disclosure and Barring Services check or police check (for applicants who have never worked in UK) and no question regarding suitability to work with children

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.