

# COLLINGWOOD COLLEGE

## ICT Teacher Job Description

<b>Post Title:</b>	<b>ICT TEACHER</b>
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum.</li><li>• To monitor and support the overall progress and development of students as an ICT teacher.</li><li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li><li>• To contribute to raising standards of student attainment.</li><li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li></ul>
<b>Reporting to:</b>	Head of Department
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"><li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in ICT.</li><li>• To contribute to the department's development plan and its implementation.</li><li>• To plan and prepare courses and lessons.</li><li>• To contribute to the whole College's planning activities.</li></ul>
<b>Curriculum Provision:</b>	To assist the Head of Department in ensuring that the curriculum area provides a range of teaching which complements the school's strategic objectives.
<b>Curriculum Development:</b>	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Strategic Objectives.
<b><u>Staffing</u> Staff Development and Deployment</b>	<ul style="list-style-type: none"><li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li><li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li><li>• To engage actively in the Performance Management Review process.</li><li>• To assist in the effective/efficient deployment of classroom support</li><li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li></ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"><li>• To contribute to the process of monitoring and evaluation of the department, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li><li>• To review from time to time methods of teaching and programmes of work.</li><li>• To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li></ul>
<b>Management Information:</b>	<ul style="list-style-type: none"><li>• To maintain appropriate records and to provide relevant accurate and up-to-date information.</li><li>• To complete the relevant documentation to assist in the tracking of students.</li><li>• To track student progress and use information to inform teaching and learning.</li></ul>
<b>Communications:</b>	<ul style="list-style-type: none"><li>• To communicate effectively as part of a team.</li><li>• To communicate effectively with the parents/guardians of students as appropriate.</li><li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li><li>• To follow agreed policies for communications in the school.</li></ul>

<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings Parents Evenings etc.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> <li>• To provide articles for inclusion in Collingwood News and local press as appropriate.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• To co-operate with other staff to ensure effective use of resources to the benefit of the School, department and the students.</li> </ul>
<b>Pastoral Duties:</b>	<ul style="list-style-type: none"> <li>• To promote the general progress and well-being of individual students.</li> <li>• To implement College and department policies such as teacher led seating, Management of Behaviour etc. so that effective learning can take place.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of Action Plans and progress files and other reports.</li> <li>• To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students, which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and home learning.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>