JOB DESCRIPTION

Job Title

TEACHER OF COMPUTER SCIENCE (Senior School)

Overall Purpose

To provide high quality teaching and standards of learning and achievement for all students, in support of the Subject Leader and Senior Leadership Team.

This post holder reports to:

Headmaster and Senior Leadership Team (SLT) through their Line-Manager (Subject Leader or Assistant Subject Leader)

Key accountabilities:

- Raising standards of student attainment and achievement within their teaching groups by monitoring and supporting students' progress;
- Contributing to a broad, balanced and challenging curriculum which provides students with the requisite knowledge and skills, and also promotes Independent Learning;
- Contributing to appropriate schemes of work and lesson planning, including related assessment processes as directed by Subject Leader;
- Supporting a collegiate approach so that staff work as an effective team, including sharing good practice;
- Through reflective practice of Learning and Teaching and students' work, ensuring that lessons are planned to ensure all students make progress, schemes of work are followed and appropriate homework set, and that marking and assessment for learning takes place and reflects subject area policy;
- Responsibly deploying available resources, which support effective learning and teaching in consultation with colleagues in subject area;
- Taking responsibility for own appropriate professional development;
- Ensuring organisational and administrative tasks, both within the subject area and in support of SCC policy, are completed promptly and efficiently;
- Refining and further developing links between the Prep and Senior schools as directed by Subject Leader and/or Assistant Head-Learning & Teaching;

Specific Responsibilities:

- To ensure the smooth day-to-day running of all teaching groups;
- To establish practices that support good classroom and behaviour management;
- To develop appropriate and challenge learning and teaching practice through effective lesson-planning and use of available resources in line with policies and procedures of subject area;
- To complete appropriate Monitoring and Tracking procedures within subject area and use to inform planning;
- To monitor student data and progress and ensure that appropriate intervention strategies for teaching groups/individuals are implemented; and that due recognition and reward of student achievement is celebrated through merits, Subject Credits and Headmaster's Awards;
- To liaise with key staff (e.g. SENCo, nurse and G&T Co-ordinator) to support needs of individuals;
- To write student subject reports for teaching groups which reflect formative assessment;
- To be responsible for the marking of internal examinations so that moderation and standardisation of results can be completed.
- To be responsible for the processing and completion of Controlled Assessments (GCSE and A Level) so that moderation can be completed and external deadlines for exam boards met;
- To ensure through collective responsibility that an environment conducive to effective learning and teaching is established and maintained in the subject area classrooms, including appropriate and up-to-date displays;
- To set appropriate work for classes when absent and follow procedures outlined in Cover Policy;
- To ensure that prompt and appropriate communication with parents is carried out and meetings held when necessary; and that action points and strategies are recorded and fed back to other staff as appropriate;
- To complete Performance Review;
- To keep up-to-date with national developments in the subject area, and teaching practice and methodology;
- To contribute to an annual Departmental Improvement Plan (DIP);
- To attend and contribute to subject meetings to develop the skills and teamwork of subject colleagues, ensuring sharing of good practice;
- To support the Subject Leader in developing Faculty Group work;
- To contribute to the creation and updating of subject resources on the website and the College VLE;
- To contribute to subject-related wider learning opportunities offered within subject area;
- To undertake routine administrative tasks as requested by Subject Leader and SLT;
- To attend College events pertaining to the subject area and as directed by Headmaster;
- To undertake duties and cover for absent colleagues as directed;
- To undertake other key tasks that may be reasonably be asked by the Subject Leader and Headmaster.

Generic responsibilities:

- To be a member of a team of teachers which nurtures the Catholic ethos of the College in tradition of the Brothers of the Sacred Heart, in order to promote the spiritual, moral, cultural, aesthetic, intellectual and social development of the students and the community life;
- Responsibilities carried by all teachers in the College to comply with the teachers' contract of employment;
- Adhere to Catholic school contractual obligations and expectations regarding support for the College's essential ethos as set out in the contract of employment;
- Displays commitment to the protection and safeguarding of children and young people;
- Has up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children and young people;
- Expectations regarding the role and expectations for all Form Tutors are contained within the Senior School handbook;
- To play a full part in the life of the College community to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- To contribute to the Extra & Extended Curriculum Activities (EECA)

Essential Criteria

1. Knowledge and Experience

- Proven knowledge and understanding of the subject and its teaching practices and methodology across Key Stages 3-5;
- Evidence of an active contribution to the development of the subject across Key Stages 3-5 (sharing good practice; supporting teamwork);
- Evidence of commitment to personal CPD.

2. Skills and Abilities

The ability and commitment to:

- Be an effective practitioner within the subject area;
- Inspire, challenge and support students within teaching groups;
- Model the values and expectations of the College;
- Understand and demonstrate the principles and practices of effective learning and teaching;
- Review and plan their own CPD;
- Work as a reflective practitioner;
- Instil a love of learning in their students;
- Develop a secure and empathetic environment in which each student can learn and make progress.

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.