

**Position: Secondary Design Thinking & ICT Teacher**

**Reporting To: Principal**

**Job Description:**

**Duties and Responsibilities**

- Ensure expectations around behaviors and conduct are upheld in accordance with school policy standards and procedures.
- Arrive promptly at lessons, tutor sessions and dismiss students at the correct times.
- Check on students' attendance at lessons and follow up on absences as appropriate; to liaise with colleagues on matters of concern relating to individual students.
- to write and follow conscientiously, departmental syllabuses and schemes of work for each teaching group based on the relevant year group curriculum.
- Prepare lesson materials and to mark students' work consistent with Cambridge, departmental and school assessment policy.
- Set and mark appropriate home learning activities in accordance with departmental and school policy; to have the highest reasonable expectation of individual student performance.
- Keep appropriate records of individual students' work and achievements, consistent with departmental and school policy to make a proper contribution to the writing of school reports.
- Teach the pastoral curriculum and to follow conscientiously personal, social and health education syllabuses and schemes of work.
- Act as counsellor and guide to individual students in tutor group, both in relation to personal development and specific phases of educational development and transition.
- Carry out efficiently the various necessary administrative functions of the Form Tutor including school requirements in relation to the proper and accurate keeping of registers.
- Play a part in the development of departmental, curriculum development group and year team meetings as appropriate.
- Seek to identify personal staff development and INSET needs and ensure that these are discussed with the Senior Leadership Team.
- Play a part, as required, in the school's appraisal programme, both as appraisee and where appropriate, as appraiser of other colleagues.
- Ensure that practice is, in all respects consistent with the requirements of the Health and Safety policy as well as with any subject specific health and safety guidelines.
- To be involved in offering extracurricular activities including outdoor excursion and events as required.
- Committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Work in collaboration with colleagues and the Senior Leadership Team to ensure a relevant, purposeful, and impactful curriculum is in place.
- Carry out duties such as supervision and cover as and when required.