



St Albans High School
— for Girls —

JOB DESCRIPTION

TEACHER OF ICT AND COMPUTER SCIENCE

This is a supportive, innovative and forward-thinking department. Dedicated ICCT lessons are currently timetabled for all Years 7, 8, 9 and 10 students, delivering a range of both ICT and Computer Science content. The department is well resourced and supported, with dedicated teaching suites and regularly refreshed equipment.

The GCSE Computer Science course, introduced in 2017, has grown in popularity, with an increase in the number of students taking the course, year on year. Implementation of both creative and practical lessons has enhanced student engagement. Introducing GCSE Computer Science into the Year 9 Elective Programme has enabled students to develop their existing skills and enjoy a 'taster' of GCSE level theory and practice before making their final GCSE choices.

The Informatics course, endorsed by the BCS, and delivered as part of the KS4 & 5 curriculum, works to bridge the gap between ICT and Computer Science. The course builds on the fundamental skills that we believe all students should have, ensuring that they are competent in their use of Microsoft Office, as well as cloud based equivalents. It builds upon their computational thinking skills and gives them the opportunity to set up and manage a device. Cybersecurity and Law are also covered through this broad and balanced course.

The department will be introducing A Level Computer Science from September 2019, ensuring that we continue to enrich the learning of our students.

This is an excellent post for a team-worker interested in being involved in the challenge of new developments. There are many opportunities for both personal and subject area growth. **Ideally, the candidate will have experience of teaching both GCSE and A Level Computer Science.**

All ICCT teachers are appointed by the Headmistress and are expected to:

- Plan and prepare relevant material to teach classes allocated to them, according to the policies of the department to which they are accountable. Keep a record of their teaching
- Be proactive and supportive in the use of VLE and BYOD in school through role-modelling use
- Be proactive and supportive in the use of the school VLE, BYOD, GSuite and Office 365 to provide suitable and wide-ranging, ICCT-related, resources in support of student learning and independent study
- Support the Head of Department in 'championing' the use of the VLE, GSuite and Office 365 as a teaching and learning tool
- Set and mark pupil's work regularly and appropriately for the subject taught; record marks, monitor and assess progress and write reports as required
- To support the extra-curricular needs of the girls in programming, ICCT and other activities. In particular to offer a dedicated extra-curricular computing programme
- Participate in the arrangements for preparing and assessing pupil's work for public examinations
- Work positively and co-operatively as a member of a team to include liaising and working with colleagues in operating mark schemes, researching materials, keeping abreast of new developments and developing new courses
- Share in aspects of ICCT training of school staff
- Take a full part in professional development including training
- Share in pastoral responsibility for all pupils in school and especially for those in their tutor or teaching groups, liaising where appropriate with pastoral staff
- Maintain good order and discipline among pupils, safeguarding their health and safety at all times when they are the responsibility of the school. The teacher must be familiar with the school and departmental policies on discipline and health and safety
- Share in supervisory and general duties; uphold good standards of behaviour and punctuality among pupils
- Attend staff meetings and participate in working groups as required
- Attend Assemblies and as often as is reasonable other school functions, playing an active part in wider aspects of school life including extra-curricular activities
- Attend Parents' Evenings
- Be a part of the School's performance management programme.
- Adhere to School policies

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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PERSON SPECIFICATION

TEACHER OF ICT AND COMPUTER SCIENCE

Qualifications and experience	<ul style="list-style-type: none"> • Degree level qualification • Be educated to post graduate professional qualification e.g. Postgraduate Certificate in Education • Willing to participate and complete the Informatics course • Ability to keep abreast of developments in education-related technology and computer science • Mathematical skills to a good A level standard 	Essential E E E	Desired D Highly Desirable
Skills and knowledge	<ul style="list-style-type: none"> • Able to maintain a high level of ICCT skills • Ability to present information clearly, adapting style to suit individual situation and needs • Demonstrate flexibility in order to accommodate changes in work priorities • Good literacy skills • Excellent time management and organisational skills • Ability to inspire confidence in the girls so that they may ask questions and articulate their own understanding • Excellent skills in Microsoft Office, Office 365 and GSuite applications • Have a working knowledge of a GCSE Computer Science course • Able to deliver Computer Science to A Level standard • Have a working knowledge of computer programming – in particular, Python – with a view to developing existing KS3 topics and sharing expertise on GCSE and A Level programming • Ability to deliver programming to KS5 level 	E E E E E E E E E	D

Personal qualities	<ul style="list-style-type: none"> • Ability to establish positive relationships with teaching and non-teaching staff and pupils • Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise • Understand and respect the principles of confidentiality • High professional standards and expectations of pupils and yourself • Ability to contribute innovative ideas • Have a strong passion for the subject and its energetic and accessible delivery in the classroom, whilst enjoy enhancing the delivery of ICCT in the school outside of the classroom 	E E E E E E	
Philosophy and Ethos	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • Strong support for Christian ethos • Work to de-stigmatise the subject and to promote its career prospects to the pupils • Able to form and maintain appropriate relationships and personal boundaries with children • Strong support for the School's mission and values • Be a good role model 	E E E E E E	