



St Edward's

CHEL TENHAM

Job Description

The school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Computer Teacher
Hours:	Part Time 0.50 FTE
Remuneration:	Dependant on Experience
Responsible to:	Head of Faculty/Head Teacher
Start Date:	Immediate Start Available
Key Purpose of the Job	To ensure all students within St Edward's make progress and develop their skills, attributes, knowledge and understanding as members of our school community. To lead and co-ordinate colleagues teaching at St Edward's to ensure the delivery of the required outcomes for students. To support the Deputy Head Academic and relevant Head of Faculty. To work within the framework of national, local and school policies.
Main Responsibilities	TEACHING AND LEARNING <ul style="list-style-type: none">• To provide a point of contact for all matters concerning the teaching of ICT.• To ensure that courses are maintained and updated in line with changing School and societal needs.• To raise profile of ICT within the curricular and co-curricular programme• To manage pupil learning through effective teaching in accordance with the department's schemes of work and policies.• To ensure continuity, progression and cohesiveness in all teaching.• To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.• To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.• To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.• To work effectively as a member of the Department team to improve the quality of teaching and learning.

- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
- To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- To keep up to date with research and developments in pedagogy and the subject area.

OTHER ACTIVITIES

- Promoting the general progress/wellbeing of any individual group of pupils assigned to you.
- Providing guidance and advice to pupils on educational and social matters.
- Making records and reports on the personal and social needs of the pupils.
- Communicating and consulting with the parents of pupils.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in meetings arranged for any of the purposes described above.
- Accompanying pupils on trips away from the School.
- Maintaining and monitoring display work in appropriate areas of the School.

APPRAISAL

- Participating in any arrangements that may be made for Performance Management.

FURTHER LEARNING AND DEVELOPMENT

- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development.

EDUCATIONAL METHODS

- Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment of pastoral arrangements.
- Being aware of developments in ICT and how they may be integrated into your subject.

DISCIPLINE, HEALTH AND SAFETY

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

STAFF MEETINGS

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.

	<ul style="list-style-type: none"> Working with other members of staff as necessary at the end of the academic year to ensure a smooth transition for pupils and teaching staff into the next year, including liaising with Teachers and staff from other Schools within the Group. <p>PUBLIC EXAMINATIONS</p> <ul style="list-style-type: none"> Participating in arrangements for preparing pupils for and supervising them during public examinations and providing assessments. <p>ADMINISTRATION</p> <ul style="list-style-type: none"> Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials. Attending assemblies, registering the attendance of pupils and supervising them, whether these duties are to be performed before, during or after School sessions. <p>ASSESSMENTS AND REPORTS</p> <ul style="list-style-type: none"> Providing/contributing oral and/or written assessments, reports and references relating to individual/groups of pupils. <p>All employees at St Edwards are expected to undertake additional duties as assigned by the Headmaster.</p>
Monitoring, Assessment, Recording, Reporting, and Accountability	<ul style="list-style-type: none"> To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge. To contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets. To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.
Professional Standards & Development	<ul style="list-style-type: none"> To be a role model to pupils through personal presentation and professional conduct. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time. To cover for absent colleagues as is reasonable, fair and equitable. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. To establish effective working relationships with professional colleagues and associate staff.

	<ul style="list-style-type: none"> • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures. • To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits. • To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children. • To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare. • To be aware of the role of the Governing Body of the School and to support it in performing its duties. • To train in basic first aid. • To be familiar with and implement the relevant requirements of the current SEN Code of Practice. • To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> • have SEN; <ul style="list-style-type: none"> ○ are gifted and talented; ○ are not yet fluent in English. ○ To uphold the school's core values.
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Person Specification

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • NQT or QTS • Bachelor's degree in IT 	<ul style="list-style-type: none"> • Master's degree or doctorate in relevant subject. • An ability to also teach Humanities would be an advantage 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> • Teaching from Year 7 to A Level in a school environment. • Highly effective teaching of ICT across the Key Stages as shown through strong student progress. • Evidence of high pupil achievement from teaching. 	<ul style="list-style-type: none"> • Experience of teaching from Year 7 to A Level • Working as a form tutor. • Involvement in extra-curricular activities. 	CV Interview Professional references
Skills:	<ul style="list-style-type: none"> • Excellent interpersonal skills with excellent written and verbal communicator. • Competent user of ICT both in and beyond the classroom. 		CV Interview Professional references

	<ul style="list-style-type: none"> • Build successful and appropriate relationships with pupils, staff, parents, and the wider community. • Confident, commitment, and integrity. • Maintain confidentiality. • Strong Excel skills. 		
Knowledge:	<ul style="list-style-type: none"> • Educational development of pupils and how to encourage them to reach their potential. • Knowledge of programmes of study and assessment in ICT • Effective teaching and learning strategies. • Understanding of Health and Safety requirements relating to ICT. • Understanding of the importance and implementation of safeguarding procedures. 	<ul style="list-style-type: none"> • Recent professional development related to their subject area. 	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • Professional and efficient. • Honesty and reliability. • Hard working. • Motivational and inspirational. 		Contents of the Application Form Interview Professional references