

JOB DESCRIPTION – TEACHER OF IT AND COMPUTING

Job details

Salary: MPS/TLR

Reporting to: Assistant Headteacher – Business and IT

MAIN PURPOSE

A well-qualified, talented teacher of IT and Computing across all key stages, including A level.

The post is suitable for an experienced teacher, or a newly qualified teacher and we welcome applications from both.

We particularly welcome applicants with the ability to teach Business, IT, Computing and Mathematics, but are open to applications from other subject specialisms.

DUTIES AND RESPONSIBILITIES

- To prepare and teach lessons that fulfil the planned curriculum and meet the needs of all students in your teaching groups
- Set clear and high expectations of students in line with the aims of the school
- Plan, resource and teach lessons, using available data on individual students to meet the needs of all in the class
- Set, mark and assess work to be carried out by students in lessons and as homework
- Record, track and monitor the progress of individual students and complete reports as required
- Communicate with parents re students' progress and attend parents' evenings related to the classes taught
- Maintain good order and discipline among students and safeguard their wellbeing both in school and in authorised school activities elsewhere
- Create a stimulating learning environment and be responsible for maintaining health and safety within it
- With others as appropriate, prepare courses of study, teaching materials and teaching programmes that meet the requirements of exam specifications



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- Participate in meetings relating to the department's responsibilities and development
- As a tutor, to provide pastoral and academic support to a group of students
- Build students' responsibility for high standards of work, behaviour, attendance, uniform and punctuality
- Register the attendance of students and implement the school's attendance policy to follow up absence and raise attendance
- Deliver the agreed PSHE and worship programme
- Contribute to the school's commitment to raising achievement for all
- Contribute to and promote the school's Christian ethos in all your actions
- Carry out the professional duties of a schoolteacher, including participation in performance management within the school scheme
- Participate in and take responsibility for your training and professional development
- Carry out a share of supervisory duties in accordance with published rosters
- Implement all whole school and local authority policies
- Ensure a consistent ethos in line with The Archbishop's School Code of Practice

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

| | CRITERIA |
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| QUALIFICATIONS | Qualified Teacher Status Degree or equivalent |
| PROFESSIONAL DEVELOPMENT | Evidence of a commitment to own professional development A passion for your subject and a creative approach to engage students in the subject |
| TEACHING & LEARNING | Excellent classroom practitioner Ability to raise standards |
| KNOWLEDGE | Use of assessment and attainment information to improve practice and raise standards Use of strategies to promote good learning Strategies to enhance teaching and learning Use of intervention strategies to address issues identified |
| SKILLS & ATTRIBUTES | An understanding of the importance of, and the desire to engage with and inspire young people whatever their challenges Strong written communications and presentation skills Excellent organisational skills, ability to effectively manage competing priorities and adhere to a range of tight deadlines Strong emotional intelligence that is attuned to supporting students, parents and staff Experience of using data for school improvement A person of judgement with a high degree of professionalism and integrity, who will uphold the Christians values of the school and see students as the absolute priority Positive student behaviour management skills |
| PERSONAL CHARACTERISTICS | Capacity to work very hard under pressure Approachable Committed Empathetic Enthusiastic Resourceful Resilient Determined |