**Teacher of ICT/Computing & Business**
**Job Description**
**Post Title: Teacher (Part-time: 0.6/0.8 – to be agreed with the successful candidate)**
**Job Grade: MPS/UPS**
**Responsible to: Line Manager**

**Introduction:**
Our agreed Appraisal Policy will be used to review all teachers' performance throughout the year. This job description will be used as part of the Appraisal Review Process.

**Job Purpose:**
Under the reasonable direction of the Headteacher, the post holder will be expected to carry out the professional duties of a teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD) to secure the highest standards of learning and achievement for students within an atmosphere where students feel challenged, valued, safe and secure.

**Key Processes**
All teachers are expected to contribute to the following processes:

- Raising student achievement through high quality teaching and learning.
- Planning schemes of work/lessons and related homework activities.
- Rigorous assessment of student progress, target setting and record keeping.
- Reporting of student progress through regular audits.
- Celebrating student achievement.
- Intervention and support for students.
- Liaising with parents/carers.
- Safeguarding
- Health and Safety
- Upholding the school's values and implementing policies and procedures.
- Appraisal arrangements.
- Continuing Professional Development.

**Key Areas of Responsibility**
The postholder will, under the Headteacher's overall direction, be expected to contribute to the work of the School in a range of ways. It is Borden Grammar School's policy to review and redistribute specific responsibilities periodically. This job description should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Condition Document (STPCD).

# TEACHER OF BUSINESS & ICT/COMPUTING

**Key:** The shortlisting/selection methods are shown in brackets next to the Person Specification headings. The following key explains how these will be tested:

AF = Application Form
LOA = Letter of Application
Int = Interview
Test = Teaching/other observed activity
D = Desirable – all other criteria are essential

**Person Specification**
Whilst the post may well suit an NQT we are aware that some of the aspects of the person specification may well be more difficult for an NQT applicant to demonstrate.

**A. Educational Qualifications (AF, LOA, Int)**

- Honours Degree in teaching subject (or related discipline)
- DfE recognised Qualified Teacher Status
- Higher Degree/Further Professional Qualifications (D)

**B. Professional Experience (AF, LOA, Int, Test)**

- Ability to teach to all abilities across at least two key stages
- Ability to contribute to another subject in any key stage (D)
- Commitment to raising standards of student achievement
- Willingness to work constructively with parents/carers
- Successful school-based training in secondary age range

**C. Professional Knowledge and Understanding (LOA, Int, Test)**
The successful applicant will need to demonstrate knowledge and understanding of:

- Effective practice and approaches to teaching, learning and assessment
- Current educational trends and developments in teaching subject/wider School matters
- Effective use of ICT & e-learning in their teaching
- Strategies for motivating and inspiring students, and managing student behaviour
- Understanding of the importance of Continuing Professional Development and its role in improving classroom practice; preparedness to compile a portfolio of training and on-going professional development
- Safeguarding
- Health and safety
- Pastoral care

**D. Personal Qualities and Skills (AF, LOA, Int, Test)**

Ideally, we are looking for someone who:

- Has a passion for teaching and love of subject, and believes that every student can succeed
- Can motivate, enthuse and inspire students through your ability to teach with imagination, vision, creativity and originality
- Can work as part of a team, and is prepared to share and pool their ideas
- Is sympathetic to the pastoral needs of pupils
- Is co-operative, flexible, responsible and committed to high standards
- Is able to contribute to the staff community/broader life of the school
- Is committed to improving and enlivening the environment of the classroom and the school, and would be prepared to contribute to the subject/school extra-curricular programme
- Demonstrates excellent communication and interpersonal skills
- Can be an outstanding ambassador for the school
- Shows desire and commitment to work for this school
- Pays attention to detail and accuracy in written/verbal communication
- Possesses excellent organisational skills and can meet deadlines under pressure
- Is patient, optimistic, has a sense of humour.

*The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*

Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Please note Borden operates a no smoking policy

_____

**GDPR Summary Notice:**

Candidates should understand that when submitting their application form they are giving consent to the following:

- All application forms and supporting statements are held on all candidates for six months and are shredded thereafter;
- The successful candidate's application and employment records will be kept for six years after their termination of employment;
- Employee's details are shared with appropriate third parties such as Teachers' Pensions, Human Resources, Auditors, payroll provider etc. Moreover employee data will be used to complete necessary returns such as the school workforce census at both a local and national level.

More information available upon request

**BORDEN GRAMMAR SCHOOL: JOB PROFILE (part-time)**
SUBJECT TEACHER RESPONSIBILITIES – MPS/UPS

Name: **Subject: ICT/Computing & Business**

| ACTIVITY | RESPONSIBILITIES | NOTES |
|---|---|---|
| **LINE MANAGEMENT** | • Responsible to Head of Subject (subject teacher role).<br>• Responsible to Head of Year (form tutor role). | |
| **CURRICULUM** | • Teach allocated classes and provide a well-planned, challenging and purposeful learning environment for students using appropriate teaching methods and resources.<br>• Mark and monitor students' class and homework providing constructive oral and written feedback; set targets for students' progress.<br>• Contribute/keep schemes of work.<br>• Contribute to enrichment activities which further the aims of the subject/school. | |
| **STUDENTS** | • Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline.<br>• Undertake student supervisory duties and cover for absent colleagues in line with School procedures.<br>• Operate school's rewards policy<br>• Undertake form tutor responsibilities | |
| **ASSESSMENT** | • Assess and record each student's progress, including through observation, questioning, testing and marking. Use assessment to inform interventions to secure students make good progress.<br>• Ensure that students make expected/better than expected progress in comparison to similar students nationally, as shown by any relevant tests, assessments and examinations<br>• Understand and know how national, local and school data can be used to set clear targets for students' achievement.<br>• Contribute to subject monitoring of the assessment of students. | |
| **COMMUNICATION** | • Contribute to meetings and discussions about teaching methods, schemes of work and departmental policies.<br>• Keep Line Manager, Form Tutors and Heads of Year informed about the progress of students being taught.<br>• Attend calendar meetings as relevant<br>• Maintain familiarity with statutory assessment and reporting requirements.<br>• Prepare and present informative reports to parents and meet with them to discuss students' progress.<br>• Demonstrate high standards of professional conduct in all communication with students, staff and parents | |
| **STAFFING** | • Review own professional development/ identify training needs.<br>• Take part in the appraisal arrangements.<br>• Take part in lesson observations to share good practice. | |
| **BUDGETS/ RESOURCES** | • Within ICT, to: identify resource needs; develop and maintain departmental resources; keep subject areas tidy and have effective displays. Follow agreed safety procedures for the school/department. | |
| **OTHER SPECIFIED RESPONSIBILITIES** | • Participate in existing activities which promote the School's commitment to extra-curricular activities, including enterprise.<br>• Contribute to School Improvement Planning and Self-Evaluation<br>• Respond to any reasonable request made by senior staff to support the smooth running of the school. | |