**The Archbishop’s School**

**Teacher of ICT**

A well-qualified teacher of ICT across all key stages. The role may involve the teaching of Business Stiudies.

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

**Job Description and Selection Criteria**

Responsible to: Director of Vocational Studies

**Key purposes:**

* To prepare and teach lessons that fulfil the planned curriculum and meet the needs of all students in your teaching groups
* As a tutor, to provide pastoral and academic support to a group of students
* To play an active part in the departmental and pastoral teams to which you belong

**Key responsibilities**

1. ***As a member of a Department***

Under the guidance and direction of the Director of Vocational Studies, to:

* 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;
* register the attendance of students at each lesson;
* maintain good order and discipline among students and safeguard their health and safety, 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;
* contribute to the setting and marking of internal assessments/tests and coursework against grading criteria;
* participate in meetings relating to the department’s responsibilities and development.

**2. *As a member of a Pastoral Team***

Under the guidance and direction of the Head of House, to:

* fulfil the tutor role as set out in the school handbook;
* guide and develop students as they grow within the school;
* 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;
* use registration periods profitably to support and develop individuals and the tutor group;
* teach the agreed PSHE programme;
* contribute a tutor report to end of year reviews;
* prepare initial drafts for references, testimonials and reports to outside agencies;
* attend assemblies with the tutor group and supervise their arrival and departure;
* participate in Progress Reviews and Parents’ Evenings involving the tutor group and foster strong home/school relationships;
* participate in meetings called by the Head of House.

***3. As a member of staff***

Under the guidance and direction of the Headteacher and Senior Leadership Team, to:

* contribute to the school's commitment to raising achievement for all;
* 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;
* participate in appropriate meetings with colleagues and parents relative to professional duties;
* implement all whole school and local authority policies.

**Selection Criteria**

1. A relevant degree and QTS status

2. A passion for your subject and a creative approach to engaging students in the subject

3. A willingness and ability to contribute to extra-curricular trips and activities

4. The ability to teach good and outstanding lessons

5. A sound knowledge of qualifications and an understanding of their assessment requirements

6. High expectations for students’ progress and achievement

7. A commitment to the ongoing development of your teaching

8. Strong behaviour management skills

9. A commitment to collaborative working

10. A commitment to equal opportunities and the safeguarding of all students.