ICT Teacher

**Job Description**

**Line Management:** Deputy Headteacher (School and College)

Responsible to: Executive Headteacher

**Working Day:** 8.00 a.m. – 4.00 p.m. (5.00 p.m. Training Day; 3.00 p.m. Friday)

**Number of Days:** 5

**Number of Hours:** 37.5 hours

**MAIN RESPONSIBILITY**

To provide educational teaching, learning and assessment for a class, small groups of learners in ICT as well as to carry out such other associated duties as are reasonably assigned by the Executive Headteacher.

To provide support for the teaching, learning and assessment work of teachers, trainee teachers and vocational coaches in the development of learning and assessment resources.

To provide Tutor support for reading and registration when required

**Relationships**

The post holder is responsible for working collaboratively with the teaching and learning, interventions schedules and therapies within the school and college in order to provide a holistic approach to the educational provision in their area of responsibility

**RESPONSIBILITIES**

1. to train, educate and instruct students individually and in groups, using various teaching methods such as learning sessions, discussions, presentations, problem solving challenges, improving own learning and understanding tutorials as well as supporting in the development and demonstrations in key subject areas of responsibility;
2. to plan and conduct learning activities based on work experience through a range of instruction and demonstration that provides students with opportunities to observe, question and investigate.
3. to maintain behavioural management in accordance with the rules and behavioural policies of the school promoting positive behaviour through the school reward and award systems;
4. to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;
5. to maintain the Framework for the Curriculum at the relevant key stage linked to your teaching, learning and assessment responsibilities;
6. to produce learning objectives, success criteria and assessment evidence as required by the Framework at timely intervals according to Trinity policies, procedures, processes and practices;
7. to contribute to the Data Programme with termly evidenced assessments for area of responsibility;
8. to monitor and report to parents on the progress of students in meeting learning outcomes as defined in the Education, Health and Care Plan (EHC), area of responsibility framework or on the student’s individual educational target sheet;
9. to assess pupils’ achievements and progress in accordance with arrangements agreed within Trinity and by reference to the provisions contained in the learners’ EHC plans, Target sheets or progressive pathways;
10. to maintain records held with Pupil Profiles, attend meetings including working collaboratively with outside agencies as required with regard to individual students;
11. to mark class or group attendance registers;
12. to engage with own continuing professional development training schedule and to provide training and development support to trainee instructors and teachers, alongside teaching assistants within the school;
13. to contribute to whole school projects with collaborative planning, preparation and delivery;
14. to maintain your working and learning area;
15. to provide holistic approach to supporting dyslexia specialist teaching within an autistic friendly learning environment;
16. to support the presentation of achievements, student work and the creative curriculum within the corridors of Trinity.
17. to ensure student’s work is regularly marked in accordance with agreed assessment for learning policy.
18. to instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage
19. to adapt teaching methods and instructional materials to meet students’ varying needs and interests
20. to adapt teaching methods and instructional materials to meets students varying needs and interests
21. to use and apply a range of resources to support learning as directed by the intervention schedule or on the advice of the Deputy Headteacher
22. to prepare students for later educational experiences by encouraging them to explore learning opportunities and to preserve with challenging tasks.

**The job holder is required to undertake other duties from time to time as required by the Executive Headteacher which may include attendance at your place of work outside of the term time teaching and learning commitment.**

**Standards and quality assurance**

1. Support the aims and ethos of Trinity School and College;
2. Set a good example in terms of dress, punctuality and attendance;
3. Attend and participate in open evenings and student performances, including supporting out of school/college activities and events which extend beyond the College day;
4. Uphold the Trinity behavioural code, code of conduct and uniform regulations;
5. Engage with all continuing professional development as directed by the Executive Headteacher

**Arrangements for appraisal of performance**

The role of the ICT Teacher will be monitored through the schools performance management programme by a Nominated Member of the Senior Leadership Team.

**Supervision**

To engage with the formal process of supervision within the school in which the workload and performance of the ICT Teacher is constructively analysed and reviewed each term.

**Assessment and Training**

To engage with the formal training and development programme within the school and to meet all set deadlines.

**Equality and Diversity**

Be aware of and support difference and ensure that the schools equalities and diversity policies are followed.

**Safeguarding**

Be aware of and comply with policies and procedures relating to Safeguarding, Child Protection; Children who are Looked After; Health and Safety; Confidentiality; and Data Protection and report all concerns to the Executive Headteacher, the Deputy Headteacher(s) or Senior Safeguarding Team.

The jobholder is required to contribute to and support the overall aims and ethos of Trinity. All staff are required to participate in training and other learning activities, and in performance management, supervision and development as required by the policies, practices and development plan.

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| Signed |  | JOB HOLDER |
| Printed Full Name |  |  |
| Dated |  |  |
| Signed | C:\Users\User\Pictures\SIGNATURE.jpg | EXECUTIVE  PRINCIPAL |
| Printed Full Name | Elizabeth Baines |  |
| Dated | 18th March 2020 |  |