St Ralph Sherwin Catholic Multi-Academy Trust

Job Description

Teacher of Computing

Saint Benedict Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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|---|---|
| **Reporting to:** | Director of Learning for Business and Computing |
| **Responsible for:** | Student Progress in KS3 & 4 Computing |
| **Grade/Salary:** | MPS-UPS |
| **Contract Type:** | Permanent |
| **Hours:** | Full Time |
| **Location:** | Saint Benedict Catholic Voluntary Academy |

## Main purpose

➢ To support the Director of Learning in the positive promotion of the Catholic ethos of Saint Benedict Catholic Voluntary Academy.

➢ To implement and deliver a knowledge rich curriculum to all students in ICT.

➢ To contribute to raising standards and providing opportunities for all students.

➢ To provide a safe working environment for students that promotes learning.

➢ To monitor, assess and plan for the progress of all students.

## Duties and responsibilities

## Pastoral

➢ To provide a safe and welcoming environment for all pupils, discharging safeguarding duties effectively and efficiently

➢ Use effective behaviour management strategies to enable all pupils to learn and progress and to build positive relationships.

➢ To act as a good role model for pupils through personal and professional presentation and conduct.

➢ Be responsible for a tutor group

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> To implement the academy's behaviour systems and offer guidance of the system where needed

## Teaching
> To ensure high standards of teaching and learning.
> Plan work in accordance with departmental schemes of learning and programmes of study.
> Take account of pupils' prior levels of attainment and use them to set future targets and assessment.
> To complete assessment and feedback in line with the school policy.
> Set work when required for absent pupils.
> Set appropriate and challenging work for all pupils.
> Scaffold work as appropriate to meet individual needs.
> Set homework in line with the school policy.

### Strategic

> To assist colleagues with the development of thorough schemes of learning which provide learning opportunities for all student groups and key stages.
> To remain informed of exam course changes and developments and implement into planning.
> To explore, develop and share good practice/ innovative teaching strategies with colleagues.
> To use tracking and monitoring data to assess progress and plan intervention strategies.

## Curriculum
> To liaise with Director of Learning to ensure that the Business and Computing department keeps abreast of current subject developments to keep the curriculum up to date.
> To strive to keep up to date with new teaching methodologies to develop teaching strategies.
> To liaise with the Director of Learning to maintain accreditation of relevant examination and professional bodies.
> To ensure that students are provided with opportunities to achieve.

## Staff
- To work with the Director of Learning and Senior Leaders to identify and continue to develop professional needs.
- To engage with school inset training to develop teaching techniques.
- To fully participate in the school appraisal system.
- To ensure effective deployment of support staff to assist pupil progress.

## Quality Assurance
- To participate in the monitoring and evaluation of the quality of curriculum

## Communication
- To communicate effectively with parents and students.
- To attend parent evenings as directed by Director of Learning.
- To produce student reports in line with the school reporting calendar.
- To undertake to log all communications on information management system.
- To help with liaison with partner schools, industry, examination boards and other relevant bodies.

## Resources
- To assist the Director of Learning to identify physical resource needs in the department.

## Additional activities
- To participate in activities both within the department, across the whole academy and within the wider community which promote the ethos of the academy.

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous to colleagues, students and their parents/carers.

## Wider Responsibilities

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to the Director of Learning for ICT.
- Comply and assist with the development of policies and procedures relating to ICT as required.
- Develop effective professional relationships with colleagues.

- ➢ Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.

- ➢ Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.

- ➢ Contribute to and support the overall Catholic vision and ethos of the school.

- ➢ Attend and participate in relevant meetings as required.

- ➢ Participate and engage in training and appraisal as required.

- ➢ Undertake additional duties as reasonably requested by senior staff.

- ➢ Be committed to safeguarding and promoting the welfare of children and young people.

The Teacher of Computing will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Teacher of Computing

## Educational Qualifications and Training

*Essential:*
- ➢ DfES recognised Qualified Teacher Status
- ➢ Programming experience in Visual Basic

*Desirable:*
- ➢ Further degree or qualification in a relevant field
- ➢ Relevant CPD training courses
- ➢ Programming experience on C#

## Professional Experience, Knowledge and Understanding

*Essential:*
- ➢ Ability to teach KS3 and KS4 Computer Science (Visual Basic)
- ➢ High level of organisation
- ➢ Knowledge of strategies to raise standards of student achievement
- ➢ Knowledge of strategies to effectively manage student behaviour
- ➢ An excellent report from teaching practice or previous employer
- ➢ Experience in the use of ICT as a teaching and learning tool

*Desirable:*
- ➢ Knowledge of cognitive science and its impact in the classroom
- ➢ Ability to teach KS5 Computer Science (C#)

## Personal Qualities and Skills

*Essential*
- ➢ Can share and support the mission statement, vision and values of the school
- ➢ Believes that all children can be supported to realise the motto 'Be the best you can be'
- ➢ Has a commitment to making a positive contribution to the whole school community

*Desirable*
- ➢ Is a practising Catholic

**Headteacher/line manager's signature:**   _____

**Date:**   _____

**Postholder's signature:**   _____

**Date:**   _____

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