UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: TEACHER OF COMPUTER SCIENCE

Responsible to:	Curriculum Leader
Grade:	Main / Upper Pay Range (inclusive of Outer London Weighting)

Overview of role expectations

In this role you will carry out the professional duties of a school teacher (as specified in the Teachers' Pay and Conditions Act) in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager / Curriculum Leader.

Responsibilities and Tasks.

1.	Teaching and Learning
	• To plan and prepare courses and lessons.
	• To teach, according to their educational needs, the students assigned to you, including the setting and marking of work, including homework.
	• To assess, record and report on the development, progress and attainment of students.
	• To have regard at all times to the curriculum for the school.
2.	Other activities:
	• To promote the general progress and well-being of individual students and any class or group of students assigned to you.
	• To provide guidance and advice to students on educational and social matters and on their further education and future careers.
	• To make relevant records and reports including those for communicating and consulting with the parents of students.
	• To communicate and co-operate with persons or bodies outside the school.
	• To participate in meetings arranged for any of the purposes described above.
	• To be involved in extra-curricular school activities.
3.	Assessment and Reports:
	• To provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
4.	Appraisal:
	• To participate in arrangements made in accordance with the Uxbridge High School Appraisal Policy.
5.	Review, Further Training and Development:
	• To review from time to time your methods of teaching and programmes of work.
	• To participate in arrangements for your further training and professional development as a teacher.
6.	Educational Methods:
	• To advise, participate and co-operate with Curriculum Leaders and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
7.	Discipline, Health and Safety:
	• To maintain good order and discipline among the students and safeguard their health and safety both on and off the school premises.
	• To act in accordance with school policies on health and safety issues.
8.	Staff Meetings:
	• To participate in meetings at the school as necessary.

9.	Administration: • To participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment or materials. • To attend assemblies, register the attendance of students and supervise students, whether these duties are to be performed before, during or after school sessions.
10.	Cover: • To cover for absent colleagues when unforeseeable circumstances arise and to suit the business needs of the school.

In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with students, parents, other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Principal / Leadership Team line manager / Curriculum Leader.

Name of Post Holder: Signature:

Date:

UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: TEACHER OF COMPUTER SCIENCE

Criteria
Qualifications / Education / Training
1. Qualified Teacher Status / PGCE or working towards.
2. First degree.
3. Evidence of continuing and recent professional development.
4. Further degree*.
Experience
5. Successful teaching experience at either school(s) or on main teaching practice.
6. Track record of good or outstanding lessons.
Skills, Knowledge and Abilities
7. Ability to be an imaginative and effective teacher and to relate well to children.
8. Ability to teach all ability groups, meeting the needs of all students including those with SEN.
9. Ability to teach Computer Science / ICT across the school up to and including Sixth Form.
10. To have an updated knowledge of the delivery and assessment of the national curriculum.
11. Ability to maintain high levels of student engagement.
12. Ability to manipulate data and to access and maintain electronic records and reports.
Equal Opportunities
13. Commitment to equal opportunities and inclusion.
14. Ability to promote and support the school's Equality and Diversity Policy.
Disposition
15. Ability to work hard with competing deadlines and prioritising appropriately.
16. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
17. To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the curriculum area.
18. A willingness to commit time to extra-curricular activities.
19. Demonstrate an innovative, diligent, "can do" attitude.
20. Energetic and enthusiastic, with a naturally positive outlook.
21. A willingness to be involved in curriculum development.

desirable