Horsenden Primary School
Computing Tutor Job Description

Job title:	Computing Tutor	**Ealing GLPC Grade:**	Scale 23-25
Line manager:	Deputy Headteacher		
Hours:	21 hours per week (8:30am – 4:30pm) Wednesday, Thursday, Friday Term Time only		

Main purposes of the job

Working under the direction and within an agreed system of supervision from a qualified teacher.

- To contribute to planning, preparing and delivery of timetabled PPA cover for teachers.
- In collaboration with the Deputy Headteacher and other senior leaders develop computing policy and oversee its implementation.
- To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Be responsible and accountable for achieving the highest possible standards in computing for all pupils.
- To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) Standards for Higher Level Teaching Assistants.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Computing delivery

- Deliver the computing curriculum to all pupils in KS1 and KS2.

- Deliver out of hours computing clubs as relevant to the age and ability group taught.

- With the support of the Deputy Headteacher, adapt and deliver our purchased scheme of learning and assessment for computing across KS1 and KS2.

- In conjunction with class teachers, be accountable for the attainment, progress and outcomes in computing of pupils you teach.

- Be aware of pupils' capabilities in computing, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.

- Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment in computing.

- Make accurate and productive use of assessment to secure pupils' progress.

- Help to develop talent pathways for exceptional pupils.

- Give pupils regular feedback and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their achievement in computing.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.

- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.

- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.

- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

- Have high expectations of behaviour, promoting self-control and independence of all learners.

- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Support for the school

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.

- To attend relevant meetings and participate in training and development opportunities as appropriate.

- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.

- Use expertise to advise and support others as appropriate.

- To adhere to the school health and safety policy including risk assessment and safety systems.

- To adhere to school policy on equality and diversity.

Administration

- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.

- Ensure that the computing equipment and resources are in appropriate order and are stored effectively.

- Where new equipment/resource are required, ensure that it is ordered, received, labelled and stored in a timely manner.

- Where appropriate, undertake risk assessments with support for computing activities and clubs in line with the school's Health and Safety policy.

- Maintain assessment records that reflect pupil's academic progress and at the end of the academic year in the form of a written report.

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Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues.

- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.

- Participate in whole school and individual INSET and other training opportunities.

- Share computing expertise with other members of staff, as appropriate.

- Proactively participate with the appraisal arrangements of the school.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality.

- To ensure safe provision of all equipment and ensure it is used correctly, operate within Health and Safety guidelines and undertake risk assessments.

- Perform any reasonable duties as requested by the Headteacher.

Signatures – line manager and job holder

Signature of Manager: .... **Date:** .... / .... / ....
Signature of post holder: .... **Date:** .... / .... / ....