

## WOOLWICH POLYTECHNIC SCHOOL FOR BOYS

### Job Description

#### Second in Charge (2i/c) Computing/ICT Department

##### ***General Duties common to all 2i/c's***

- 1) Deputising for the Head of Department during any absence
- 2) To teach across Key Stages 3,4 and Post 16 as required
- 3) To participate in developing schemes of work as necessary
- 4) To facilitate departmental meetings and INSET sessions as required
- 5) To accept responsibility for specific areas within the department as agreed between the Head of Department and the school's needs, plus general teachers' duties
- 6) You will be required to carry out the duties of a teacher as set out in the current Schoolteachers' Pay and Conditions document

##### ***Specific Responsibilities within the Department***

- 1) To assist the HoD in developing the KS3 and KS4 SoL
- 2) To assist the Head of Computing in leading and managing the teaching, learning and work of the Computing/ICT department to ensure the highest possible levels of achievement.
- 3) To be part of co-ordinating and monitoring the assessment and record keeping procedures in department.
- 4) To co-ordinate the provision of the curriculum at KS3 and KS4 Computing/ICT.
- 5) Undertake the supervision of student teachers/beginning teachers to settle in the department.
- 6) Ensure the effective implementation of whole school assessment, recording and reporting policies, prepare individual student and group reports and analyse and report on summative data.
- 7) Ensure that statutory requirements, e.g., in relation to health and safety regarding students are met.
- 8) Promote performances, exhibitions and displays of students' work.
- 9) Uphold the policies of the Academy ensuring, for example, to ensure that quality of cover work is good and is consistent with school policies.

##### ***Selection Criteria***

- 1) To be a graduate and possess an appropriate teaching certificate e.g. PGCE.
- 2) To have a sound knowledge of the subject area and be willing to teach across the age and ability range
- 3) To have a sound knowledge of the new framework for KS3 and GCSE syllabus.
- 4) To be aware of the particular needs of teaching in an all boys' school.
- 5) To have a clear understanding of the assessment at KS3/KS4
- 6) To be able to set and maintain high expectations of work and behaviour.
- 7) To have some understanding of Equal Opportunities issues and a determination to apply the school's Equal Opportunities policy in all aspects of work as a professional.