



COMPUTER STUDIES TEACHER JOB DESCRIPTION			
NAME			
ACCOUNTABLE TO	Head of Faculty		
DURATION			
JOB PURPOSE	<ul style="list-style-type: none"> <li>To ensure the standards of teaching are consistently good or better.</li> <li>To ensure students meet their progress and attainments targets.</li> </ul>		
Key Area	Responsibility		
<b>Responsibilities</b> Carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.	<ul style="list-style-type: none"> <li>Maintain high standards of teaching and learning within your classes, ensuring effective tracking and monitoring takes place at all times.</li> <li>To contribute to the needs of the department as outlined by the Head of Department.</li> </ul>		
Areas of Accountability	<ul style="list-style-type: none"> <li>Through effective teaching and learning students achieve their best possible outcomes, ensuring their progress and attainment reaches or exceeds expected levels.</li> <li>To ensure the Department budget and resources are effectively managed.</li> </ul>		
Professional development	<ul style="list-style-type: none"> <li>Keeping up to date with national requirements with regard to t &amp; I (DfE / Ofsted guidance).</li> <li>Pedagogic research and development to improve the standard of teaching.</li> <li>Lead and participate in further training and professional development including those aimed at meeting the need identified in performance objectives or in performance statements.</li> </ul>		
Discipline, health and safety	<ul style="list-style-type: none"> <li>Maintain good order and discipline and safeguard the health and safety among students both within the classroom, school premises and when they are engaged in authorised school activities elsewhere.</li> <li>To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas.</li> </ul>		
Examinations	<ul style="list-style-type: none"> <li>Participate in arrangements for preparing students for external/internal examinations, in assessing students for the purpose of such examinations.</li> </ul>		
General Responsibilities	<ul style="list-style-type: none"> <li>Promote the school's values and ethos in accordance with the School's Professional Code.</li> <li>Work actively to develop professional expertise by participating in ongoing professional development.</li> </ul>		
Review of job description	<ul style="list-style-type: none"> <li>This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head of School/Executive Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.</li> </ul>		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head of School/Executive Head Teacher		Date	