



**Job Title:** 2nd in Department of Computing

**Responsible to:** Head of Computing

**Purpose of post:** To contribute to the professional leadership and management of the Computing & Business department. Act at all times as a positive role model for colleagues in the department and support and assist the Head of Department in securing high quality teaching, effective use of resources and improved standards of learning and achievement for all

**Key Functions:**

Under the direction and guidance of the Head of Computing, the second in department will:

- Promote and safeguard the welfare of children and young persons you are responsible for and come into contact with, in line with college policies
- Prepare and teach high quality lessons, assessing pupils work and setting homework in accordance with the policies of the department
- Maintain high standards of behaviour, attendance and punctuality in their classroom
- Provide a stimulating and challenging learning environment that is accessible to all
- Regularly meet the Head of Department to coordinate department tasks and evaluate the effectiveness of the curriculum. Contribute to raising standards meetings and curriculum planning afternoons
- Be responsible and accountable to the Head of Department for Computing at Key Stage 3. To include the development and implementation of curriculum maps, schemes of learning and lead/monitor curriculum resource development, as part of a collaborative team
- Ensure all members of the team follow schemes of work and department policies, monitoring Teaching and Learning folders at Key Stage 3
- Coordinate with the Head of Department in providing extra-curricular activities in Key Stage 3 at lunchtimes and plan educational trips to enhance our curriculum
- Work closely with the Head of Department to ensure provision of specialist subjects taught in Key Stage 4, meets exam board requirements, embedded with a desire to improve the learning outcomes of all students
- Lead and undertake Continuing Professional Development, sharing best practice with colleagues

## NOTES

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 2012 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with the DfE Teachers' Standards.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed .....

Date .....