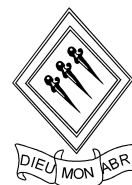


ST BERNARD'S HIGH SCHOOL

Job Description



Title of post:	TEACHER – COMPUTING & BUSINESS STUDIES
Purpose:	To assist in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Computing & Business Studies in accordance with the aims of the school and the curricular policies determined by the governing body and the Head teacher. To monitor and support the overall progress and developments of students in Computing & Business Studies.
Responsible to:	Head of Department
Responsible for:	The provision of a full learning experience and support for students.
Liaison with:	Head Teacher, Senior Leadership Team, members of the Department and parents, relevant non teaching support staff
Working time:	Full time
Teaching and Learning Responsibility Point Salary:	None
Disclosure level:	Enhanced
Main Duties:	
To assist in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Computing & Business Studies.	Contributing to the production, monitoring and review of the syllabus, schemes of work and programmes of study. Implementing appropriate assessment procedures. Ensuring appropriate differentiation of the curriculum to meet the needs of all levels of student ability. Carrying out the Departmental Policy with regard to cross-curricular work. Employing teaching and learning styles which stimulate student interest and involvement in learning. To contribute to the effective promotion of the subject.
To monitor and support the overall progress and developments of students in Computing & Business Studies.	To identify appropriate attainment and/or achievement targets. Implementing Departmental Policy of assessment and recording in conformity with the requirements of the National Curriculum and those of the School. To ensure that relevant attainment and achievement targets are met. To monitor student standards and achievement against annual targets.

Examinations:	To implement School and Departmental Policy with regard to external examinations.
Pastoral Care:	To act as a Form Tutor. To contribute to PSHE, Citizenship and Enterprise according to school policy.
Resources and Accommodation:	To assist the Head of Department in the proper management and care of departmental resources. To assist in the recording and checking. To enhance the learning and environment through the effective display of students' work and other materials and the proper care of accommodation, furniture and equipment.
Additional Duties:	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other specific duties:	To support the school in meeting its legal requirements for worship. To promote the school's corporate policies. To continue personal development as agreed. To actively engage in the staff review and development process. To undertake any other duty as specified by the School Teachers Pay and Conditions CB not mentioned in the above.

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 senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

..... Teacher Line Manager