THE FOREST SCHOOL

Job Description

Teacher of KS3/KS4 Computing

Job Title: Teacher of KS3/KS4 Computing
Responsible to: The Headteacher
Subject Team Leader (Curriculum Matters)
Head of House (Pastoral Matters)

The duties outlined here are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Teachers' Standards. This Job Description will be reviewed annually and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

OVERALL RESPONSIBILITIES

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State
To assist the Headteacher in leading and managing the school in being an outstanding learning environment for all our students

KEY ACCOUNTABILITIES

LEADING

1. To lead pupil learning through effective teaching in accordance with the Subject Team's schemes of work and policies
2. To be responsible for the processes of identification, assessment, recording and reporting for the students in their charge
3. To fulfil the requirements of the termly Monitoring Reviews
4. To contribute to the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies
5. To contribute to the development, implementation and review of the Team Improvement Plan (TIP).
6. To participate in and contribute to Subject Team meetings
7. To consistently follow the Subject Team's Homework systems and processes, in accordance with the school policy

LEARNING

1. To use a variety of teaching methods and approaches, including group work, active learning and ICT to match curricular objectives and the range of pupil needs
2. To ensure an equal opportunity for all students to succeed through the use of differentiation and Assessment for Learning
3. To set and mark work regularly, in accordance with the School assessment policy
4. To keep an accurate register of students for each lesson
5. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses taught
6. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time
7. To contribute to enrichment opportunities for students within the subject area(s)
8. To ensure that appropriate work is set for classes when absent
9. To ensure that appropriate work is set for absent students, including the Internal Exclusion Room and long-term absentees

THE FOREST SCHOOL

Job Description

Teacher of KS3/KS4 Computing

PROGRESS

1. To ensure continuity, progression and cohesiveness in all teaching through effective planning
2. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents
3. To agree, monitor and evaluate pupil progress targets to make a measurable contribution to whole-school targets
4. To track pupil progress and make use of analysis and evaluation of performance data, including assessment, recording and reporting, to inform practice and raise standards

COMMUNITY

1. To attend Parents Consultation Evenings and other events, as required within the agreed school time budget
2. To use the positive management of behaviour in an environment of mutual respect which allows students to feel safe and secure and promotes their self-esteem
3. To be a role model to students through personal presentation and professional conduct
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work
5. To take responsibility for safeguarding and promoting the welfare of all students
6. To establish effective working relationships with professional colleagues and associate staff
7. To ensure effective communication/consultation with colleagues, Governors, parents and students
8. To record all telephone conversations /meetings /discussions /concerns/incidents and ensure that these are placed on the relevant pupil/staff file
9. To strive for personal and professional development through active involvement in the School's CPD programme and Personal Professional Development procedures, where appropriate
10. To work with the Heads of House and Subject Team colleagues to monitor standards of dress, behaviour and organisation of students through the consistent application of the Classroom Routines
11. To follow all policies and procedures of the school, including the Teaching and Learning, Rewards and Praise, Behaviour for Learning, Child Protection and Safeguarding policies
12. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, the Teachers' Standards and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children

To undertake any reasonable task as directed by the Headteacher / Assistant Headteacher

N.B: Every subject teacher will be expected to have pastoral responsibilities. Part-time teachers will be attached to a House and have an involvement in the Character programme. Depending on the hours agreed, the post-holder may be required to cover registration periods and tutor time.

Teaching commitment: 42/50

Signed……. Date……