

**ST. JOHN’S C.E. PRIMARY SCHOOL (Friern Barnet)**

**JOB DESCRIPTION: CLASS TEACHER with responsibility for leading computing**

**Main Duties and Responsibilities**
The duties and responsibilities of this post are to be carried out in accordance with the provision of the current School Teachers’ Pay and Conditions Document (STPCD).

**Teaching and Learning**
1. To have a thorough knowledge and understanding of the National Curriculum.
2. To plan and prepare programmes of work which meet the needs of the full range of children’s abilities in the class
3. To identify clear objectives and expected outcomes for children’s’ learning, building upon their prior attainment, and adopting a range of strategies to meet their different learning styles
4. To promote challenging standards of pupil achievement and set high expectations for behaviour, establishing positive relationships and a stimulating learning environment
5. To provide effective teaching of whole classes, groups and individuals so that learning objectives are met, momentum and challenge maintained and best use made of teaching time
6. To use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils and accelerate their progress
7. To plan and prepare work using appropriate resources to make learning accessible to all pupils, including those with Special Educational Needs, disadvantaged pupils and children speaking English as an Additional Language
8. To identify pupils who have special educational needs and disabilities, and work within the school SEND policy to provide positive and targeted support and implement individual and personalised plans
9. To use teaching strategies which engage pupils and promote an enjoyment of learning
10. To demonstrate effective questioning and responses which promote pupil voice in lessons
11. To select and make good use of learning resources, including ICT, which enable objectives to be met
12. To manage resources appropriately in order to enable children to develop skills necessary for independent learning

**Assessment and Evaluation**
1. To assess, record and report the development, progress and attainment of pupils in accordance with the schools’ assessment procedures and policy
2. To evaluate how well learning objectives have been achieved and use this evaluation to inform future planning and teaching
3. To mark and monitor pupils’ class and homework providing constructive oral and written feedback and setting targets for pupils’ future progress in line with the school’s policy
4. To keep the records for each pupil in the class up to date, as required by school policy
5. To participate in arrangements for preparing pupils for national assessments, recording and reporting results as required and participating in arrangements for pupils’ supervision at such times
6. To produce progress reports required by school colleagues or other professionals

**Relationships with Parents and the Community**
1. To communicate effectively with parents and carers, both formally and informally, thereby encouraging active participation in the education of their children
2. To prepare and present informative annual written reports to parents
3. To liaise with agencies responsible for pupils’ welfare and attend meetings when necessary
4. To deal sensitively with members of all communities

**Managing own Performance and Development**
1. To understand the need to take responsibility for personal professional development and keep up to date with research and developments in pedagogy and in the subjects taught
2. To participate in training and professional development as appropriate
3. To participate in staff meetings which relate to the curriculum or organisation of the school
4. To participate in arrangements within the agreed framework for appraisal
5. To reflect upon feedback from colleagues, self-evaluate teaching and participate in the school’s aims to share good practice and improve the quality of practice

**Managing and Developing Staff and the Curriculum**1. To plan the work of teaching assistants for whom you have responsibility, ensuring that colleagues are briefed effectively and ensuring that activities undertaken promote the achievement of pupils
2. Support school aims to share good and outstanding practice and coach/mentor colleagues as well as accepting support where required
3. Provide effective subject leadership in computing across the school

**Professional Conduct**
1. To fully support the aims and Christian ethos of our Church of England school
2. To set an excellent example to children, staff and parents in terms of presentation and personal conduct
3. To relate positively to colleagues, establishing effective and professional working relationships
4. To implement all school policies and procedures
5. To safeguard the health and safety of pupils at all times
6. To carry out any other such duties which may be required from time to time to meet the needs of the school
7. To support school functions and events as requested by the leadership team

**Equal Opportunities**
1. To ensure all pupils have access to an appropriately broad and balanced curriculum.
2. To adhere to and promote the school’s policies for equality of opportunity
3. To ensure that the planning and teaching methods take account of the language and learning needs of pupils, including those who have SEND , disadvantaged pupils and those for whom English is an additional language

**Safeguarding Children**
1. To be fully aware of and understanding the duties and responsibilities arising from the ‘Children’s Act 2004 and Working Together’ in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation
2. To follow our School’s Policy on Safeguarding and Child Protection and participate as directed in regular safeguarding and child protection training
3. Staff must understand and apply the principles set out within 'Keeping Children Safe in Education, statutory guidelines for schools and colleges’

**2022-2023**