

## JOB DESCRIPTION

### 1.0 JOB TITLE AND PURPOSE:

- **TEACHER OF COMPUTING with BUSINESS AND / OR ECONOMICS**
- To perform the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

### 2.0 POST GRADE/SALARY

- MPS 1 – 6, UPS
- ECT'S Welcome to Apply

### 3.0 WORKING HOURS

- A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the Headteacher for 1,265 hours, those hours to be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.
- The above applies to a teacher employed part-time, except that the number of hours the teacher must be available for work must be that proportion of 1,265 hours which corresponds to the proportion of total hours worked.
- In addition to the hours a teacher is required to be available for work as above, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned students.

### 4.0 LINE MANAGEMENT

- Responsible to: Curriculum Leader of Learning for Business Studies and Computing.

## **5.0 DUTIES AND RESPONSIBILITIES**

### **5.1 Main Tasks**

#### **5.1.1 Catholic Ethos**

- To actively support, enhance and develop the Catholic Ethos of our school.

#### **5.1.2 Strategic Planning/Operations**

- To contribute towards developmental improvement plans and implement relevant strands within it.
- To participate in Ofsted and Section 48 preparations as appropriate.
- To attend relevant INSET and training.

#### **5.1.3 Teaching and Learning**

- To follow closely agreed syllabuses and schemes of learning and to participate in their development and annual review.
- To plan, implement, deliver and review high quality lessons that meet the needs of the students and that are in line with an agreed programme of learning at KS3, KS4 and KS5.
- To ensure that students make effective progress towards their target grades through high quality teaching and learning experiences.
- To mark students' work on a regular basis and record this in a mark book to show the students' progress throughout the year in line with departmental and school policy.
- To keep a record of assessment and attendance of students in class. To contribute to departmental and school tracking systems and the analysis of data to inform future target setting and planning.
- To develop a classroom environment that allows all students to succeed.
- To implement the school behaviour management policy.
- To contribute towards the provision of assessment methods and their evaluation as outlined in the assessment policy.
- To ensure continuity, progression and cohesiveness in all teaching through careful planning and preparation of lessons and courses, reviewing methods of teaching and programmes of work from time to time.
- To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of students' needs and ensure equal opportunity for all students.
- To work in collaboration with colleagues to continually improve the quality of teaching and learning.
- To set high expectations for all students, to deepen their knowledge and understanding and to maximise their achievement.
- To set and mark work to be carried out at home (in accordance with the School Homework Policy), to consolidate and extend learning and to encourage students to take responsibility for their own learning.
- To work with support staff, including Teaching Assistants and Technicians, in order to benefit from their specialist knowledge and to help maximise their effectiveness within lessons.
- To use positive management of behaviour in an environment of mutual respect, which allows students to feel safe and secure and promotes their progress, well-being and self-esteem.

#### **5.1.4 Professional Standards**

- To ensure that performance against the Teacher Standards is to a level that is consistent with what should reasonably be expected of a teacher in the relevant role and at the relevant stage of their career (whether they are a newly qualified teacher (NQT), a mid-career teacher, or a more experienced practitioner).
- To be a role model to students through personal presentation and professional conduct.
- To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
- To maintain good order and discipline among students and safeguard their health and safety both on the school premises and when engaged in authorised school activities elsewhere.
- To co-operate fully with the employer in all matters concerning Health and Safety.
- To seek to enhance the teaching and learning environment and promote the display of students' work.
- To be familiar with the School and Department handbooks and support all school policies.
- To establish effective working relationships with professional colleagues and associate staff, participating in the professional development of others (e.g. NQT or students on ITT) where appropriate.
- To strive for personal and professional development through active involvement in the school's Appraisal procedures, including the setting of realistic targets and participating in further training and CPD.
- To be involved in extracurricular activities, such as making a contribution to after-school clubs and visits.
- To be aware of the needs of all students within lessons (and to implement specialist advice) especially those who:
  - have SEND
  - are gifted and talented
  - are not yet fluent in English
  - are disadvantaged
- To be aware of Child Protection and Safeguarding legislation and the procedures of the school.
- To participate in and contribute to the work of the department and the whole school community via meetings and discussions with colleagues both within and outside the department which relate to the curriculum, administration, organisation or pastoral arrangements of the school.
- To attend and support student preparation and delivery of assemblies, registering attendance of students and supervising students, whether those duties are to be performed before, during or after school sessions.

### **5.1.5 General Duties**

- To participate in the school's performance management cycle.
- To undertake the duties and responsibilities of a form teacher in our Catholic School.
- To liaise with other departments, parents and agencies to meet the individual needs of students.
- To attend departmental, form tutor or any other meetings as required.
- To carry out a share of the supervisory duties in accordance with published rotas.
- Contribute to the future development of the department, its resources and its teaching materials.
- To attend Parents' Evenings, Open Evening and other specific events.
- To make a positive contribution to the wider aspects of the school.
- To assist in the promotion of the good name of the school within the community.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- To comply with the requirements of Health and Safety Legislation and School Policies taking appropriate action where necessary.

### **5.2 Wider professional responsibilities**

- To make a positive contribution to the wider life and ethos of the school.
- To develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.

### **5.3 Other**

- To complete any other appropriate tasks as directed by the Headteacher.

### **5.4 PERSONAL AND PROFESSIONAL CONDUCT**

- A Teacher is expected to demonstrate consistently high standards of personal and professional conduct as outlined in the Teacher Standards document : <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>