



*facta non verba – actions not words*

## **JOB DESCRIPTION**

### **COMPUTING TEACHER**

#### **Promote and exemplify the school vision:**

‘To provide within a nurturing and respectful community, a diverse and inspirational learning experience delivered by skilled, passionate staff to motivated pupils. We aim to empower each child towards striving for excellence and fulfilling their full potential’.

#### **Promote the School Values:**

C – care

O - opportunity

R - respect

E – excellence

#### **Key Responsibilities:**

- To work across all year groups to ensure the delivery of the computing curriculum to the highest possible standard.
- To devise, implement and deliver an appropriately broad, balanced, relevant and differentiated ICT/Computing curriculum for all learners in line with the school vision.
- Lead, coordinate and monitor the development of teaching and learning in Computing.
- Oversee the implementation of the Digital Learning Strategy and form a key part of the Digital Learning Team.
- To ensure that the school ICT curriculum gives the opportunity to explore a varied mix of technologies and computing skills that inspire further exploration of the subject.
- To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.
- To promote ICT and Computing excellence throughout the school.
- Managing and organisation of school ICT equipment.
- Responsibility for social media input and policy with SLT.
- Responsibility for school website management and policy with SLT.

**Relationships (including accountability):**

- The post holder is accountable to the Head and the Deputy Head.
- The post holder seeks to establish professional working relationships with colleagues and parents.
- To be sensitive to the co-educational needs of all pupils.
- Participate in arrangements for professional development.

**Duties and Responsibilities:****Teaching and Learning**

- To deliver high quality computing lessons that meet the needs of all children within the class and facilitate good learning and progress in a structured and caring environment. [OBJ]
- Maintain good order and discipline amongst pupils, in accordance with the school's Behaviour policy.
- To plan and deliver excellent lessons in line with the agreed schemes of work.
- Promote high standards in work and behaviour through employing multi-sensory teaching methods (e.g. visual, auditory, kinaesthetic) and a range of resources.
- To employ a variety of innovative teaching methods adapted to each class and individual pupil.
- Have a clear understanding of the needs of all pupils, including those with SEN; those of high ability; those with EAL; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned.
- To assess, record and report on the development, progress and attainment of pupils.
- To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and contribute to raising standards.
- Ensure the effective/efficient deployment of the classroom support.
- Plan homework as a meaningful continuation of class-based work and activities.

**Leadership and Management of self and others**

- Help maintain a culture of collaboration and high expectation.
- Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
- Develop an action plan for Computing which identifies clear targets, times-scales and success criteria for its development and/or maintenance which reflect the school's commitment to high-achievement, and which are consistent with national, independent and school policies, plans and strategies.
- Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.

- Develop effective links with the local community including parents, support services, other independent schools, business and industry.
- Develop a whole-school policy and schemes of work to achieve continuity and progression and when necessary to be involved in target setting through monitoring and reporting on the standards achieved within your subject area.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

### **Effective Deployment of Resources**

- Be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to Computing.
- To use Digital Technologies where appropriate to assist lesson preparation, teaching and learning, reporting, and administration.
- Support the Headteacher by maintaining efficient and effective management of the expenditure for Computing and Digital Learning.
- Maintain existing resources, ensuring all staff are familiar with these, and explore opportunities to develop or incorporate new resources from a wide range of sources inside and outside the school.
- To monitor ICT equipment in school with support from IT Support Team.
- To be aware of the new developments and advances in the teaching and direction of Computing.
- Share updates regarding resources with staff and manage relevant subscriptions.

### **Training & development of self and others**

- Maintain a culture of high expectations for self and others.
- Support staff to develop an inspiring and engaging subject curriculum which enables children to acquire excellent subject specific skills.
- To provide support for staff using ICT equipment and assessment programmes in conjunction with the Network Support Team. [OBJ]
- Lead inset and staff meetings on subject area.
- Regularly review own practice, set personal targets, and take responsibility for own continuous professional development.
- Attend Staff Meetings and Inset as required.

### **Health & Safety:**

- Responsibility for own Health and Safety and that of pupils and colleagues.
- To support the commitment to actively teaching online safety and promote our culture of online safety throughout the school community.
- Responsibility for the care and safety of classroom resources and equipment.
- Maintaining good order and discipline among pupils (whether on duty or not) and safeguarding their health and safety both on school premises and when authorised to oversee them outside School.

- To be familiar with and work within the required Health and Safety standards as laid out in the school's policy and administered through the Health and Safety Officer.

### **Monitoring, evaluation & assessment**

- Manage and organise the assessment and reporting procedures for your subject.
- Use Digital Technologies where appropriate to assist lesson preparation, teaching and learning, reporting, and administration.
- Monitor and evaluate data on pupil progress and attainment and ensure assessment data is used purposefully to inform and improve learning and teaching.
- Ensure compliance regarding independent school regulations, the ISI inspection framework and health and safety requirements. [OBJ]

### **General:**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan and Digital Learning Strategy.
- Endorse the key values of: Unity, Excellence and Innovation to carry out timetabled duties.
- Assisting with other supervision and covering for absent colleagues when required.
- Take responsibility for the running of club/activity each week e.g., robotics, coding etc.
- Participating in staff meetings, attending assemblies and other School functions as required.
- Reappraising professional performance, participating in training courses and keeping informed of current legislation and best practice.
- To ensure punctuality and example in attitude, manners and dress at all times.
- Adhere to School policies.
- Undertake other reasonable duties related to the job purpose required from time to time.

### **Safeguarding Children:**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the School's Child Protection Policy Statement. If while carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Head Teacher. This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.