TEACHER OF COMPUTING/ICT

Reports to: Subject Leader of Computing

Principal Duties and Responsibilities:

- to actively promote the Catholic Mission of the school
- to ensure the maintenance and delivery of the school ethos through the departmental teams
- to plan, deliver and assess high quality teaching with clear objectives which encourages pupils to participate to their optimum level
- to carry out the tasks of a form tutor
- to promote good relationships with parents
- to promote and maintain high standards of pupil behaviour within the department
- to ensure implementation of the school's Health and Safety policy
- to give active support to the school's extra-curricular programme
- to manage high standards of display and care of furniture and fittings in the learning environment of the department's and your teaching rooms.
- to carry out such other tasks as the Headteacher may reasonably require

Key knowledge & understanding

- The School Mission Statement
- All teaching staff must understand and uphold the professional code of the General Teaching Council for England by demonstration of all the professional standards for QTS.
- A secure knowledge and understanding of specialist subject(s) to degree level, sufficient to cope securely with subject-related questions which students raise and to know about students' common misconceptions and mistakes.
- A detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements and the demands expected of students in relation to KS3
- An understanding of subject progression KS2 to KS3.

<u>**Key functions**</u>

1. **Planning**

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught.
- Select and make good use of textbooks, ICT and other learning resources to enable teaching objectives to be met.
- Set appropriate and demanding expectations for students' learning and motivation. Set clear targets for students' learning, building on prior attainment.
- Identify students who have special educational needs, and know where to get help in order to give positive and targeted support.
- Take account of the needs of all pupils in each class, including the most and least able.
- Provide opportunities to develop students' understanding by relating their learning to real and work-related examples.
- Maintaining adequate records on the delivery of the curriculum and on pupil progress in line with school and departmental policy.

1   Teaching & managing student learning

- Use teaching methods with whole classes, groups and individuals that ensure that students are engaged and stimulated, that teaching objectives are met, that momentum and challenge are maintained, and best use made of teaching time.
- Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

2   Assessment & reporting

- Assess how well learning objectives have been achieved and use this assessment to inform future teaching.
- Mark and monitor students' class work and homework, providing constructive oral and written feedback and setting targets for students' progress.
- Work to secure progress towards targets.
- Prepare and present informative reports to parents.
- Provide accurate data for the school's tracking system.

4   Guidance & welfare

Act as a form tutor, fulfilling the following functions.

- Take responsibility for monitoring pupils' academic and wider progress and development, acting in line with school policies in this area.
- Carry out the tutor group registration, following up any absences as directed by school policy.
- Review progress and support students in target setting and action planning.
- Ensure that all pupils are valued and treated according to the aims of the school's Mission Statement.
- Lead daily collective worship, in line with school policy.

5   Wider professional effectiveness

- Take responsibility for own professional development, keeping up to date with research and developments in pedagogy and in teaching subjects.
- Understand professional responsibilities in relation to school policies and practices.
- Set a good example to students in personal presentation and conduct.
- Evaluate own teaching critically, using this to improve effectiveness.
- Work effectively with other school colleagues, attending meetings and liaising with representatives of other agencies as necessary.
- Organise display of work in own classroom and department areas.