
TEACHER OF COMPUTING

JOB DESCRIPTION

**Responsible to:** Head of Computing and Business Studies

 Assistant Headteacher

Deputy Headteacher Curriculum & Standards

 Ultimately, the Headteacher

Reporting in the first instance to the Head of Computing and Business, the post will involve teaching Computing and ICT to students across the age and ability range.

# General Responsibilities

1. To implement the aims and objectives of the school.

2. To undertake such duties and administrative tasks as may be reasonably directed by the Headteacher.

3. To participate in, and contribute to, appropriate CPD provided by the school and LA.

4. To assume a reasonable proportion of the corporate responsibility for the behaviour, supervision and safety of students whilst on school premises and/or on official out-of-school activities. In particular, to carry out a share of supervisory duties in accordance with published rosters.

5. To contribute to broader aspects of school life as opportunity and situations make relevant.

6. To participate in appropriate meetings with colleagues and parents as relative to the above duties.

# Principle Responsibilities

1. To plan and prepare lessons in accordance with Departmental schemes of work.

2. To teach Computing and ICT to appropriate levels through KS3 to GCSE level, to set homework, and mark work arising therefrom. It would be desirable for Business teaching to also be possible.

3. To maintain high standards of student behaviour and good order in the classroom and around the school, and to pursue appropriate action when students fail to respond.

4. To contribute to the planning, preparation, delivery and recording of the curriculum in Computing and ICT, reflecting the department’s commitment to effective teaching and learning.

5. To ensure that literacy is embedded into the teaching of Computing and ICT.

6. To make assessments and to complete student records, reports, profiles, etc according to school and departmental policy.

7. To provide oral and written feedback that moves the learner forward in their Computing and ICT knowledge, skills and understanding.

8. To track and monitor student progress, ensuring timely interventions are provided in response to assessment data.

9. To attend Parents’ Evenings and other meetings relevant to the role, as required.

10. To take part, when relevant, in external requirements for the preparation of students for public examination, e.g. assessment and recording of work, supervision of examinations or related systems of assessment.

11. To contribute to the setting of internal examinations, their supervision, marking and reporting, according to school policy.

12. To contribute to the general work and development of the department’s and/or relevant cross curricular areas, to implement policies and undertake tasks arising from these.

13. To take responsibility for teaching and other rooms used, including their good organisation and management (e.g. display, stock equipment) and to be responsible for the care of the classroom by students adhering to departmental policy and Health and Safety considerations.

14. To take responsibility for the safe and efficient management of teaching rooms and storage space with particular regard for health and safety.

15. To ensure that all aspects of the safety of students, staff and equipment are adequately communicated to the appropriate parties and are adequately monitored for implementation as they concern the work of the department.

16. To act as form tutor with the associated responsibilities of such a post – as directed by the Senior Leadership Team.

17. To undertake a share of general supervisory duties at break, before and after school in accordance with the duty rota.

18. To play a role in organising and running extra-curricular activities.

19. Other duties as reasonably requested by the Headteacher.