

JOB DESCRIPTION

**ST BERNARD’S HIGH SCHOOL** A Catholic Academy for Arts & Science

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| **Title of Post:** | **Teacher: IT Computing** |
| Purpose: | * To assist in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Computing in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Head teacher.
* To monitor and support the overall progress and developments of students in Computing.
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| Responsible to: | Head of Department |
| Responsible for: | The provision of a full learning experience and support for students. |
| Liaison with: | Head Teacher, Deputy Head Teacher, Assistant Head Teachers, any relevant non teaching support staff, members of Mathematics subject team and parents |
| Working Time: | Full Time / Part time role |
| Teaching and Learning Responsibility Point: | None |
| Disclosure level: | Enhanced |
| **Main Duties** |  |
| To assist in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Computing in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Head teacher. | * Contributing to the production, monitoring and review of the syllabus, schemes of work and programmes of study.
* Implementing appropriate assessment procedures.
* Ensuring appropriate differentiation of the curriculum to meet the needs of all levels of student ability.
* Carrying out the Departmental Policy with regard to cross-curricular work.
* Employing teaching and learning styles which stimulate student interest and involvement in learning.
* To contribute to the effective promotion of the subject.
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| To monitor and support the overall progress and developments of students in Computing. | * To identify appropriate attainment and/or achievement targets.
* Implementing Departmental Policy on assessment and recording in conformity with the requirements of the School and Examination Boards.
* To ensure that relevant attainment and achievement targets are met.
* To monitor student standards and achievement against annual targets including workplace visits where appropriate.
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| Assess and record students’ progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving: | * Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
* Mark and monitor students’ work and set targets for progress;
* Undertake assessment of students as requested by examination bodies, departmental and school procedures;
* Prepare and present informative reports to parents;
* Undertake assessment of students and participate in the school’s system for recording and reporting to parents.
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| Examinations: | To implement School and Department policy with regard to external examinations. |
| Pastoral Care: | * Follow the expectations for Form Tutors at St Bernard’s.
* Act as a Form Tutor to an assigned group of students and promote the general progress and well-being of individual students and of the Tutor Group as a whole.
* Prepare Tutor Reports, UCAS References etc.
* Contribute to PSHE and citizenship and enterprise according to School policy.
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| Resources and Accommodation: | * To assist the Head of Department in the proper management, care and development of departmental resources.
* To enhance the learning environment through the creative display of students’ work and other materials.
* To ensure the proper care of accommodation, furniture and equipment.
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| Additional Duties/other Professional Requirements: | * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
* To support the school in meeting the school’s legal requirement for worship.
* To have a working knowledge of teachers’ professional duties, Teaching Standards and legal liabilities.
* To operate at all times within the stated policies and practices of the School.
* To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
* To contribute to the corporate life of the School through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job.

**Teacher** …………………………………………………… **Line Manager** ……………………………………………………..

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|  | * To take responsibility for own professional development and duties in relation to school policies and practices.
* To liaise effectively with parents and Governors.
* To support the school in meeting its legal requirements for worship.
* To actively engage in the Appraisal process.
* To undertaken any other duty as specified by the School Teachers’ Pay and Conditions not mentioned in the above.
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