

# Holy Family Catholic High School

## Teacher of Computing & IT - Job Description

<b>Job Title</b>	Teacher of Computing & IT
<b>Salary</b>	MPS/UPR
<b>TLR Scale / Value</b>	n/a
<b>Accountable to</b>	Subject Leader of Computing & IT
<b>Responsible for</b>	Learning outcomes and progress of students

<b>Job Purpose</b>
To ensure the continued delivery of high quality teaching and learning and progress in computing & IT.

<b>RESPONSIBILITIES of the POSTHOLDER</b>
<ol style="list-style-type: none"><li>1. Plan and prepare lessons that enable your classes to fulfil their potential.</li><li>2. Promote high expectations and ambitions amongst your classes.</li><li>3. Insist on excellent conduct and cooperation from your classes.</li><li>4. Teaching assigned students according to their educational needs including the setting and marking of work.</li><li>5. Assessing, recording and reporting on the development, progress and attainment of students.</li><li>6. Providing or contributing to oral and written assessments, reports and references for individual students and groups of students.</li><li>7. Teaching the subject across the age and ability range.</li><li>8. Ensuring the general progress and well-being of individual students and of any assigned class or group.</li><li>9. Working collaboratively on the preparation and development of courses of study, teaching materials, assessment methods and pastoral arrangements under the direction of your line manager.</li><li>10. Preparing and assessing students for public examinations.</li><li>11. Taking part in the review, development and management of activities, relating to the curriculum, organisation and pastoral functions of the school.</li><li>12. To act as a Form Tutor and carry out the duties associated with that role.</li><li>13. Active participation in the school's meetings and INSET/CPD programme.</li><li>14. To assist in the implementation of school systems and policies so that effective learning can take place.</li><li>15. To be a role model and act as an ambassador for Holy Family Catholic High School in and outside the school by: speaking positively about the school in the local community; upholding a commitment to excellence at all times and by dressing appropriately and smartly i.e. in accordance with the school's dress code.</li><li>16. Support the school's Catholic ethos.</li><li>17. Promoting high expectations and maintain good order and discipline among the students and safeguarding their health and safety both on the school premises and when they are engaged in authorised activities elsewhere.</li><li>18. To undertake an appropriate programme of teaching in accordance with this post of responsibility.</li><li>19. To take a full and active part in any INSET/CPD.</li></ol>

All job descriptions define the responsibilities of the postholder in addition to those outlined in the School Teachers' Pay and Conditions Document. The statutory arrangements for working time are set out in the STPCD (School Teachers' Pay and Conditions Document) for teachers.

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## Teacher of Computing & IT - Person Specification

	Essential / Desirable (E / D)	EVIDENCED
<b>Experience &amp; Qualifications</b>		
Degree and qualified teacher status in a closely related discipline.	E	A
Experience of successful teaching of computing & IT in a secondary school across the full ability range at KS3 & 4.	E	A,I,R
Potential/Ability to teach KS5 successfully.	D	A,I,R
Higher degree or evidence of further commitment to professional development.	D	A
Ability to teach a second subject.	D	A,I
<b>Knowledge and skills</b>		
An inspirational classroom practitioner, with the ability to secure excellent pupil progress.	E	A,I,R
Knowledge of principles and practices in relation to outstanding learning and teaching.	E	A,I
Clear knowledge and understanding of the computing & IT curriculum.	E	A,I,R
An ability to design, monitor and evaluate classroom provision based on the identified learning needs of individual students.	E	A,I,R
An ability to use data and other information to secure excellent pupil progress.	E	A,I,R
An understanding of the potential of student voice and parental engagement.	E	A,I,R
Effective interpersonal, communication and presentation skills that inspire and motivate others.	E	A,I,R
Good decision making skills, including the ability to think creatively, problem solve and identify opportunities.	E	A,I,R
Excellent administration and organisational skills, able to prioritise tasks and meet deadlines under pressure.	E	A,I,R
Empathy with young people of all levels and backgrounds.	E	A,I,R
Positive profile with students, staff and parents.	E	I,R
Good team player with the ability to work effectively and sensitively with colleagues in helping them to improve everyday classroom practice.	E	A,I,R
Potential to lead a departmental initiative.	D	A,I,R
Excellent written and oral communication.	E	A,I,R
Willingness to take an active role in enrichment and extracurricular activities.	E	I,R
Displays commitment to the protection and safeguarding of children and young people. Has up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	E	A,I,R
<b>Personal attributes</b>		
A high degree of emotional intelligence.	E	A,I,R
Commitment to equal opportunities and inclusion.	E	A,I,R
Is independent, persistent and decisive and shows initiative.	E	I,R
Enjoys working with and developing people.	E	I,R
Sense of humour.	E	I,R
Shows patience, persistence, flexibility, tact, imagination, resilience and commitment.	E	I,R

A = Application Form; I = Interview; R = Reference