



Job Description 2020/21

POST: Teacher of Computing and ICT

Responsible to the Head of Department

Principal Responsibilities

- To teach Computing and ICT in accordance with the National Curriculum following the department's schemes of work and GCSE specification(s).
- To contribute to the preparation of teaching and learning and assessment schemes for the department and to prepare individual lessons.
- To ensure the efficient management of resources.
- To address effectively the differentiated needs of pupils, planning lessons/tasks that challenge pupils of all abilities.
- To maintain a pupils' register of attendance for each class in line with the school policy.
- To ensure a disciplined classroom situation complying with relevant health and safety requirements.
- To create and maintain an attractive and stimulating learning environment through display and exhibition, conducive to motivation.
- To mark, assess and record pupils' work in accordance with department policy and the school's 'assessment, recording and reporting' (ARR) policy.
- To give feedback to pupils on their progress and encourage and celebrate success whenever possible at whatever level.
- To submit assessment data entry to deadline and provide Progress Reports as required.
- To attend regular department meetings, open evenings and annual parents' meetings for each year group as appropriate.
- To keep informed of National Curriculum developments and undertake staff development opportunities as advised by the Head of Department and Appraiser.
- To set and mark homework.

Additional Responsibilities

- To be a Form Tutor of an assigned Tutor Group and to carry out the duties in accordance with the generic job description under the guidance of the Head of Achievement
- To maintain the tutor base in tidy order with a regularly updated tutor group noticeboard. Display of School Council minutes and other notices should provide a focal point in the room
- To contribute to the ethos of the school by promoting care and courtesy in the community and enforcing actively the codes of behaviour and uniform at all times, both inside and outside the classroom.
- To contribute to general supervisory duties in accordance with school policy.
- To be responsible for promoting and safeguarding the welfare of children and young persons for whom the post-holder is responsible, or with whom s/he comes into contact, in order to adhere to and ensure compliance with the relevant Trust/ School Safeguarding Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance in which a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead so that a referral can be made accordingly to the relevant third party services
- To take part in the Appraisal process in accordance with national policies and those of The De Curci Trust.
- To contribute to the period 6 programme and other extra-curricular activities.
- To attend CPD as required.
- To comply with The De Curci Trust Code of Conduct and Trust/School policies.
- To comply with the requirements of the National Standards for Teachers.
- To fulfil any other reasonable duties as requested by the Headteacher.

Miscellaneous Notes

From time to time, teachers may be required to teach outside of their first subject. If this is required, then appropriate subject support will be made available.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's policy published in the Staff Handbook and have

regard to the Teacher's Conditions of Employment and the National Teachers' Standards.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and may be subject to modification or amendment after consultation.

You will be based predominantly at Springfield School. However, as you will be appointed to The De Curci Trust, you may be required to work in any of The De Curci Trust's academies or in any of the schools/academies that the Trust is supporting as reasonably directed by the CEO. The ability to travel independently between DCT academies/schools is therefore essential.