CORPUSCHRISTI
CATHOLIC ACADEMY TRUST
We are His body, living and learning as one.

Job Description
Teacher of ICT & Computing

Main purpose of the post

To contribute to the provision of high quality teaching and learning to ensure successful outcomes for all.
To maintain and develop the Catholic ethos of the school
To meet all teachers standards

Key Duties

Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of achievement and maximising student attainment
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
- To be committed to the safeguarding of children

Main Core Duties

- To plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of students
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department
- To contribute to the Department's improvement plan and its implementation
- To contribute to the whole school's planning activities
- To contribute to the Department process of self-review, evaluation and improvement planning activities

Curriculum Provision

- To assist the Head of Department in order to ensure that the curriculum area provides a range of teaching and learning which complements the school's strategic objectives

- **Curriculum Development**

  - To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's strategic commitment, purpose and intent

Staff Development

- To take part in the school's staff development programme by participating in arrangements for further training and professional development
- To continue personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the appraisal review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

Quality Assurance

- To adhere to and to help to implement school quality procedures
- To contribute to the process of monitoring and evaluation of the faculty in line with school procedures, including evaluation of the Department in line with school procedures, including evaluation against quality standards and performance criteria
- To implement modifications and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school's management information system
- To complete the relevant documentation to assist in the tracking of students
- To track the progress of assigned students and use this information to inform teaching and learning

Communications

- To communicate effectively with the parents of students as appropriate
- To communicate and co-operate with persons or bodies outside the school, where appropriate

- To follow agreed policies for communications in the school
- To attend meetings in accordance with the school's policy

Marketing and Liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools
- To contribute to the development of effective subject links with external agencies

Management of Resources

- To contribute to the process of ordering and allocation of equipment and materials
- To assist the Head of Department with the identification of resource needs and to contribute to the efficient and effective use of resources
- To co-operate with other staff to ensure a sharing and effective usage of resources for the benefit of the school, Department and the students
- To coordinate and manage the work of other staff, such as support staff, participating in the teacher designated lessons

Pastoral System

- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the form tutor group as a whole
- To liaise with a Head of Year to ensure that well-being and educational development of their assigned students
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To ensure the student in the form tutor group are led through an act of worship, such as a moment of reflection each day other than those when they attend assembly
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of action plans, progress files, individual education plans and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To communicate, as appropriate, with the parent of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHE and Citizenship according to school procedures
- To apply the behaviour management procedures so that effective learning can take place

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere
- To use teaching strategies which will engage and challenge students appropriate to their needs and the demands of the syllabus

- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, literacy, numeracy, cross-curricular aspects and school subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and update subject materials
- To maintain good order, discipline and respect for others; to promote understanding of the school's rules and values; to encourage good practice with regard to punctuality, behaviour, standards of work and homework; to safeguard health and safety and to develop relationships with and between students conducive to optimum learning
- To undertake assessment of students as requested by external examination bodies, faculty and school procedures
- To mark, grade and give written, verbal and diagnostic feedback to students of individual work and group work they have undertaken

Other specific duties

- To play a full part in the life of the school, community, to support its strategic commitment, purpose and intent and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To promote actively the school's policies
- To continue personal, professional development
- To actively engage in the school's self-review and evaluation processes
- To actively engage in the school's appraisal processes
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined and directed by the Headteacher
- To undertake any other duty as specified by the Headteacher not mentioned above
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed

General

- To undertake all duties with full regard to the Health and Safety at Work Act
- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times
- To be flexible and motivated and able to follow instructions and remain clam in difficult circumstances
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

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Person Specification for a Teacher of ICT & Computing

CRITERIA	ESSENTIAL OR DESIRABLE	HOW AND WHEN MEASURED *A/I/R/SP
QUALIFICATIONS		
A good Honours Degree	D	A
Qualified Teacher Status	E	A
Open to NQTs	E	A
EXPERIENCE OF TEACHING		
Experience of teaching KS3 and KS4 students	E	A/I/R
Experience of teaching ICT & Computing	E	A/I/R
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Secure knowledge and understanding of the concepts and skills in ICT & Computing	E	A/I/R
Clear understanding of the GCSE and national curriculum requirements of the subject and its assessment	E	A/I/R
Ability to employ a range of effective teaching, learning styles and assessment methods	E	A/I/R/SP
Strong command of subject area	E	A/I/R
Ability to access and use classroom relevant research	D	A/I/R
PERSONAL AND PROFESSIONAL SKILLS AND ATTRIBUTES		
Contribute to the Catholic ethos of the school	E	A/I/R
Act with the utmost integrity at all times	E	A/I/R
A highly professional approach to their work, including commitment to ensuring excellent standards of behaviour at all times	E	A/I/R
The ability to motivate and inspire students	E	A/I/R
Excellent communication skills	E	A/I/R
A passionate desire to make a difference and raise achievement for all	E	A/I/R
Ability to establish good working relationships and effective teamwork	E	A/I/R
Willingness to support pupils in extra-curricular activities	D	A/I/R
Be committed to equal opportunities	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
Be willing to undertake training and carry out first aid as appropriate	E	A/I/R
Be willing to consent to apply for an enhanced disclosure and barring service check	E	A/I/R

***Application/Interview/References/Selection Process**

Applicants should complete the Application Form available in mynewTerm. **The supporting statement should not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**