



Job Description

Teacher of Computing /ICT

The job description below outlines the duties to be covered by the post of **Teacher**. This job description is for illustration only and does not form part of a contract. It may be amended by the Head of Secondary.

GENERAL

- Prepare lesson plans and curricular materials including the planning and implementation of Assessment for Learning
- Monitor the performance of students through assessments and keep relevant records of progress using school-wide systems
- Assist in implementing the co-curricular activities of the school
- Perform the relevant duties of a form tutor (to be decided)

Within the Subject area:

- Teach designated classes following the school's Teaching and Learning Policy
- Prepare lessons thoroughly, keeping accurate and up to date records of set work and homework, and grades achieved
- Assess student work in a timely and professional manner as set out in the school's Marking and Assessment policy
- Keep adequate records of student progress and complete reports to parents within agreed time scales and according to departmental/school policy
- Promote a positive atmosphere conducive to learning at all times
- Ensure that teaching areas, facilities and resources are kept in good order
- Assist in the development of appropriate schemes of work, resources, and teaching strategies in the subject area
- Contribute to the subject area's Improvement Plan and its implementation
- Attend all appropriate meetings
- Undertake some reasonable and specific responsibilities within the school as requested by the SLT
- Give other such assistance as the Head of Secondary might reasonably require from time to time
- Foster collaborative and cooperative contacts with colleagues, supporting the school's ethos and vision.

Within the School:

- Uphold the school Behaviour Policy at all times
- Foster and promote equal opportunities at all times
- Attend staff/parents' meetings as required
- Participate in duties at break and lunchtimes
- Undertake any other duties consistent with the key responsibilities and duties of the post, as directed by the Head of Secondary.