

**HAYDON SCHOOL**  
**JOB DESCRIPTION – TEACHER OF COMPUTING**

<b>Post Title</b>	<b>Teacher of Computing - Main Pay Spine</b>
	Haydon is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To support the Head of Department</li> <li>• To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school</li> <li>• To monitor and support the overall progress and development of students as a classroom teacher/Form Tutor.</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>• To contribute to raising standards of student attainment.</li> <li>• To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth</li> <li>• To work with colleagues in joint planning and teaching within a subject area.</li> </ul>
<b>Reporting to:</b>	Head of Department
<b>Responsible for:</b>	The provision of a full learning experience and support for students
<b>Liaising with:</b>	Head/Deputies, teaching/support staff, LEA representatives, external agencies and parents.
<b>Working time:</b>	195 days per year. Full time
<b>Salary/Grade:</b>	Main scale
<b>Disclosure level</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and Department.</li> <li>• To work with colleagues to formulate aims and objectives for the department/faculty which have coherence and relevance to the needs of students and to the aims and objectives of the school</li> <li>• To assist in the management of the business planning function of the department/faculty, and to ensure that the planning activities of the department/faculty reflect the needs of the students and the aims and objectives of the school.</li> <li>• To support the relevant Course Leader/Manager in the application of Computing in the Curriculum area and key stage.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives within the key stage.</li> </ul>
<b>Curriculum development:</b>	<ul style="list-style-type: none"> <li>• To support curriculum development within the department</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.</li> </ul>

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<p><b><u>Staffing</u></b></p> <p><b>Staff development</b></p> <p><b>Recruitment/Deployment of staff</b></p>	<ul style="list-style-type: none"> <li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>• To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>• To engage actively in the Personal Management Review process.</li> <li>• To ensure the effective efficient deployment of classroom support</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<p><b>Quality Assurance:</b></p>	<ul style="list-style-type: none"> <li>• To help to implement school quality procedures and to adherence to those.</li> <li>• To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required.</li> <li>• To review from time to time methods of teaching and programmes of work.</li> <li>• 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.</li> </ul>
<p><b>Management Information:</b></p>	<ul style="list-style-type: none"> <li>• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS registers, etc.</li> <li>• To complete the relevant documentation to assist in the tracking of students.</li> <li>• To track students progress and use information to inform teaching and learning.</li> </ul>
<p><b>Communications:</b></p>	<ul style="list-style-type: none"> <li>• To communicate effectively with the parents of students as appropriate.</li> <li>• Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• To follow agreed policies for communication in the school.</li> </ul>
<p><b>Marketing and Liaison:</b></p>	<ul style="list-style-type: none"> <li>• To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review Days and liaison events with partner schools.</li> <li>• To contribute to the development of effective subject links with external agencies.</li> </ul>
<p><b>Management of Resources:</b></p>	<ul style="list-style-type: none"> <li>• To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources</li> <li>• To co-operate with other departments/ faculties to ensure a sharing and effective usage of resources to the benefit of the school and the students.</li> </ul>

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<p><b>Pastoral system:</b></p>	<ul style="list-style-type: none"> <li>• To be a Form Tutor to an assigned group of students</li> <li>• To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>• To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>• To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• To contribute to the preparation of action plans and progress files and other reports.</li> <li>• To alert the appropriate staff problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• To contribute to PSHEE and Citizenship and according to school policy.</li> <li>• To apply the behaviour management systems so that effective learning can take place.</li> </ul>
<p><b>Teaching:</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>• To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• To undertake a designated programme of teaching.</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>• To prepare and update subject materials.</li> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>

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**Other Specific Duties:**

**You are to carry out the duties of a school teacher as set out in Pay and Conditions Document 1994 and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.**

- To support the school in meeting its legal requirements for worship.
- To promote actively the schools corporate policies.
- To continue personal development as agreed
- To actively engage in the staff review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above

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 a manager 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 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.

Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**DATE – SEPTEMBER 2019**