TEACHER OF ICT AND COMPUTING/KS5 ICT COORDINATOR

JOB DESCRIPTION

School: Central Foundation Boys’ School

Position: Teacher of ICT and Computing/ KS5 ICT Coordinator

Pay Scale: MPS + TLR 2c

Reports to: Head of Faculty

Accountable for:-

- Sustained outstanding attainment in your ICT and Computing lessons across KS3, KS4 and KS5
- Sustained outstanding teaching and learning in your ICT and Computing lessons across KS3, KS4 and KS5
- Sustained outstanding assessment in your ICT and Computing lessons
- Sustained outstanding behaviour for learning
- Promoting safeguarding of all students within your classes
- Maintaining professional standards
- Promoting the school’s ethos and vision.

Main Duties and Responsibilities

1. Teaching and Learning

- Plan, prepare and deliver lessons to provide students with the opportunity to achieve their potential
- Ensure that lessons are engaging and stimulating taking into account individual needs of the students
- Manage, develop and share resources to enhance teaching of ICT and Computing
- Contribute to objectives of the curriculum area within the school objectives and take part in an annual review of the subject and curriculum area.
- Prepare lesson plans and schemes of work as agreed with the Head of Faculty
- Monitor the progress and achievement of the students in your lessons and identify the appropriate intervention strategies for underachieving students
- Maintain effective behaviour management in classroom using positive behaviour strategies to ensure learner’s engagement in the lesson.
- Assess appropriately the work of the students following the course in accordance with the school assessment policy
- Keep records of students’ progress and achievement and set appropriate targets.
2. **KS5 Coordinator responsibilities:**

- To lead curriculum development in A Level ICT and Computing including consideration of appropriate syllabuses and modules.
- To lead the production and development of schemes of work for the A level courses.
- To lead the development and maintenance of resources to support and ensure high quality learning.
- To facilitate and monitor the high quality planning of lessons including collaborative planning.
- To model best practice in the delivery of lessons.
- To lead a team of teachers within the ICT department to deliver high standards of teaching within A level ICT courses.
- To ensure that high quality homework tasks are set for the students each week.
- To monitor the production of homework by the students and lead interventions to ensure all students produce homework.
- To plan the system of assessment for the A level ICT courses.
- To monitor the implementation of the assessment system.
- To monitor student achievement and plan and lead interventions for underachieving students.
- To ensure that all exam board administration is completed to a high standard and on time.
- To lead on the promotion of A level ICT courses to Central Foundation and external students.
- To coordinate and review the completion of the subject sections of UCAS references for students studying A level ICT courses.
- To provide high quality advice to students considering studying ICT courses at university.
- To lead extra-curricular provision in ICT courses for A level students.
- Any duties or responsibilities to achieve the purpose of the post.

3. **General Duties**

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enrichment
- Carry out the role of a form tutor
- Fulfill the administration and assessment requirements of the examining body
- Support other members of the curriculum area and students as appropriate
- Review your own professional development and maintain professional standards
- Carry out any other such duties as the post holder may reasonably be required to do.

4. **Safeguarding**

- To follow the school’s policy in respect of safeguarding and child protection and ensure the health and safety of the students.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A CRB check will be carried out prior to confirming an offer of appointment. We welcome applications from ethnic minorities to provide further balance within our staff.