



# Equitas Academies Trust

## Job Description & Person Specification



<b>Job Title:</b>	<b>Teacher of ICT/Computing</b>
<b>Department:</b>	ICT/ Computing
<b>Report To:</b>	Head of ICT/Computing
<b>Job Purpose:</b>	To be an excellent classroom practitioner and be able to motivate and inspire students and support the high achievements of the department.
<b>Main Duties &amp; Responsibilities:</b>	<p><b>Leadership of Teaching and Learning</b></p> <ul style="list-style-type: none"><li>• To be responsible for setting challenging yet realistic targets for all pupils that you teach.</li><li>• Ensure that you apply the Positive Discipline for Learning Policy at all times both inside and outside the classroom.</li><li>• Take responsibility for the behaviour of students in your lessons and seek support with any pupils causing concern.</li><li>• Utilise rewards to promote positive attitudes and apply sanctions as and when necessary.</li><li>• Ensure that the literacy and numeracy strands are incorporated into your lessons.</li><li>• Make effective use of ICT to support learning and promote independent learning within your subject.</li><li>• Keep abreast of changes within your subject area.</li><li>• Comply with Health and Safety procedures at all times and ensure risk assessments are documented as and when required.</li><li>• Take responsibility for all resources within your classroom and ensure any books / equipment given to pupils are returned in a reasonable state.</li><li>• Refer any concerns regarding a pupil to the Designated Safeguarding Lead in line with our Child Protection policy.</li><li>• To teach ICT/Computing up to and including KS5</li></ul> <p><b>Management</b></p> <ul style="list-style-type: none"><li>• Ensure all lessons are fully prepared, that learning objectives are made clear to students and that learning outcomes are measured.</li><li>• Attend departmental meetings and any other CPD support.</li><li>• Ensure that Teaching Assistants /Mentors are fully involved in your lessons and briefed beforehand as to what is expected of them.</li><li>• Contribute fully to the Departmental Improvement Plan and Departmental SEF.</li><li>• Ensure that all work is differentiated so that there are supportive mechanisms in place for SEN pupils, extension</li></ul>



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activities for More Able pupils and each child is treated as an individual.

### Monitoring and Evaluation

- Ensure that pupils work is marked promptly and feedback is given to ensure that they can improve their work.
- Set homework in compliance with the timetable distributed at the start of the year.
- Assess against targets on a regular basis and identify areas for development.
- Identify individual training/development requirements through the Performance Management process.
- Use Parents Evenings to ensure pupils / parents know what level they are working at and what they need to do to improve.
- Complete interim and full reports using Progresso

### Form Tutor Responsibilities

- To ensure the welfare of all students within your form group.
- To liaise with your Head of Year regarding any students who may give rise to concern.
- Using the data provided to ensure that pupils are rewarded if they are on target and those that aren't are supported so that they will be in future.
- Use the rewards system to promote positive attitudes to school / learning.
- Promote good attendance and punctuality and make use of the systems in place to support this.
- Liaise with parents of pupils in your form over any matters of concern having discussed with HOY first.
- Develop the use of Form Tutor time in line with Year group expectations.
- To deliver the PSHE / Citizenship programme to KS3 pupils if the timetable permits this.
- Contribute to the development of the PSHE programme of the year group your form is in.
- Carry out before school and break duties in line with the annual rota
- To share good practice with colleagues and learn from them via peer observations.
- Attend all pastoral meetings / Form Tutor briefings.

### Safeguarding



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	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all post holders.</p>
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### **Review and Amendment**

This job description is normally subject to an annual review. It may be amended at the request of the Headteacher or post holder but only after full consultation with the post holder.



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### PERSON SPECIFICATION

<b>Post:</b>	Teacher of ICT
<b>Experience:</b>	
1	Experience of OCR iMedia or similar qualification
2	Experience of delivering BTEC IT at Level 2 or 3
3	Working in a socially and culturally diverse school
4	Knowledge of the KS3 Programme of study
<b>Skills &amp; Abilities:</b>	
5	Excellent communicator
6	Excellent classroom management skills and voice projection
7	Able to work as a team member, take and request advice and guidance
8	Good written skills
9	Enthusiastic and determined to work with our students and staff
<b>Education &amp; Qualifications: Either</b>	
9	PGCE/PGDip in ICT or Computing / PCET in ICT or Computing will be considered
10	QTS / QTLS status achieved (or in process of achieving)
<b>Other:</b>	
11	Evidence of running school clubs to enhance/support learning.