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**JOB DESCRIPTION**

**Teacher of ICT** - **Summary of role**

We are seeking to appoint an enthusiastic, inspiring, committed and well qualified Teacher of ICT to work in this well-established subject and contribute to its excellent results at all levels. The successful candidate will be expected to teach ICT to pupils from Year 7 to Year 11 with the opportunity of future BTEC ICT teaching for Sixth Form.  The post holder will be expected to take part in the future development of the subject both within the curriculum and in extracurricular activities.

ICT forms a key part of the Key Stage 3 offering and is popular GCSE with around 10% of the cohort opting for ICT

Reports to: Head of Technology

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| **KEY TASKS** | Duties and Responsibilities |
|  | * To contribute to the vision of the department through the delivery of engaging lessons and exciting opportunities throughout the school. * To work with the Head of Technology / SLT to monitor and evaluate the department’s schemes of work alongside development plans and departmental policies. * Ensure the students are fully supported, academically and pastorally, working closely with the Head of Technology/ SLT * Work together with the Head of Technology to ensure that all tests, examinations and assessments are based on the department’s specification and are conducted fairly, providing extra time if required * Have knowledge of pupil’s achievements and progress in previous year groups, or schools, to ensure that this is used effectively to monitor student’s attainment in order to secure good progress in textiles * Set expectations and targets for pupils and effectively monitor to ensure progress is being made * To reflect on their own teaching skills and take appropriate action to continuously improve the quality of teaching and learning * Ensure assessment, curriculum coverage, continuity and progression in the subject for pupils of all ages and abilities, including special educational needs and EAL * To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside subject staff, analysing work and outcomes * Communicating and consulting with parents and outside agencies, and organising subject related trips * To ensure that internal examinations are set and marked by the required date and that results are entered into the school management system * Plan and teach interesting and engaging lessons, in keeping with the examination syllabuses where appropriate |
| General |
| * To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to: * To comply with all school safeguarding related policies and regulatory requirements * To act in accordance with the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role * To operate at all times within the stated policies and practices of the school * To establish effective working relationships and set a good example through presentation and personal and professional conduct * To ensure any safety regulations are observed * To contribute to the corporate life of the school through effective participation in meetings, INSET days, and management systems necessary to co-ordinate the management of the school * Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work * To undertake any other responsibilities as may reasonably be required from time to time * To provide extracurricular provision for pupils to enrich their experience outside lessons |
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| The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs to be undertaken should also be undertaken whether or not included in the above. |

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| P**erson Specification** | | |
|  | **Essential** | **Desirable** |
| Qualifications | * Degree in relevant subject * DfE recognised Qualified Teacher Status |  |
| Knowledge and Expereience | * Successful teaching of ICT at GCSE * Strategies for raising achievement in the curriculum area * Understanding of theory and practice of effective teaching and learning * Full working knowledge of the ICT syllabus * Knowledge of the National Curriculum requirements and relevant exam specifications * Understanding of inclusive provision |  |
| Skills and Attributes | * The ability to work as part of a team and to develop and maintain positive relationships with teachers and other support staff * Good level of ICT skills * The ability to create a motivating and safe learning environment for all pupils * The ability to communicate positively with parents/carers * Be able to provide constructive feedback and advice on raising attainment * Good communication skills both written and verbal * Be able to take responsibility for own professional development * Ability to motivate pupils and raise their aspirations through a range of strategies e.g. assessment for learning * The ability to multi-task in a complex and demanding environment * The ability to build and maintain highly effective working relationships with a range of people (both internally and externally) * Strong attention to detail, and excellent time management skills * Enthusiastic, diplomatic and calm under pressure * Ability to develop creative ideas and transform them into practical reality | * Knowledge of iSAMS |
| **Personal Qualities** | * Be an effective team player that works collaboratively and effectively with others * Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences * Support, motivate and inspire both colleagues and pupils by leading through example * Suitability to work with children * Confidence, warmth, sensitivity, reliability and enthusiasm | |
| **Equal Opportunities and Commitment** | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin  **Demonstrate a commitment to:**   * safeguarding and child protection equalities * promoting the school’s vision, values and ethos * high quality, stimulating learning environment * relating positively to and showing respect for all members of the school and wider community * ongoing relevant professional self-development | |

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| I have read and understood the responsibilities for the position of Teacher of ICT. I am aware that the Job Description is subject to change accordance with the needs of the business. | | | |
| **Name:** |  | | |
| **Signed:** |  | **Date:** |  |

Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).