

Job Description

Job Title	Teacher of Computer Science and IT	Salary	MPS/UPS (Outer London)
School	Oaks Park High School		
Reports to	Curriculum Leader		
Responsible for	The provision of a full learning experience and support for students		
Liaising with	Senior staff; Heads of Year and Team Leaders; relevant support staff; parents and carers.		

Main Purpose of the Role

- Provide effective teaching of Computer Science and IT to all key stages.
- Keep up to date with subject developments.
- Keep up to date with developments in pedagogy and how they can be applied to learning in the curriculum.
- Be committed to your own development.
- Attend relevant INSET courses as appropriate.
- Contribute to the delivery of high outcomes.

Key Responsibilities and Duties

Teaching:

- Teach students according to their education needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- Assess, record and report on the attendance, progress, development and attainment of students and keep such records as are required.
- Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- Undertake a designated programme of teaching.
- Ensure a high quality learning experience for students which meets internal and external quality standards.
- Prepare and update subject materials.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- Maintain discipline in accordance with the school's procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- Mark, grade and provide written/verbal and diagnostic feedback as required.
- Promote high standards of teaching and learning throughout the department.
- Develop appropriate schemes of work at Key Stages 3, 4 and 5 with key stage/subject postholders.

Skills and Competencies

- Excellent interpersonal and communication skills, with the ability to build positive relationships with students, parents, and staff and able to work collaboratively within a team.
- Strong organisational and time management skills to effectively manage the department.
- Knowledge and understanding of relevant legislation and safeguarding guidelines.
- Ability to work collaboratively as part of a team, sharing information and best practices with colleagues.
- Resilience and the ability to remain calm and composed when dealing with challenging situations or sensitive issues.
- IT proficiency, with the ability to effectively use relevant software and systems.

Professional Development

- Participate in the school's Performance Management arrangements.

Supporting the School

- Represent the department at appropriate meetings within the school and contribute to working parties where appropriate.
- Contribute to the school liaison and marketing activities, e.g. material for prospectuses and attendance at Open Evening.
- Ensure full adherence to all school policies and procedures and to stay informed about updates and changes.
- Attend all parent evenings as appropriate.
- Act as a form tutor and carry out the duties associated with that role.
- Carry out any additional duties as directed by the Headteacher

Health and Safety:

- Ensure that risk assessments are carried out within your teaching area.
- Ensure that Health and Safety policies are adhered to.

Person Specification

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Liaising with	Senior staff; Pastoral Leaders and Team Leaders; relevant support staff; parents and carers.		

Criteria	Essential	Desirable
Education and Qualifications	Relevant degree	
	PGCE or equivalent	
	Qualified Teacher Status (QTS)	
Experience	Understanding of the requirements for high quality teaching.	Experience in a secondary school setting.
	Ability to use ICT in all aspects of your work.	Proven track record
	Ability to fulfil the requirements of a form tutor.	
Communication Skills	Excellent verbal and written communication skills.	Experience in communicating with parents and stakeholders.
	Ability to communicate effectively with students.	Experience in managing challenging conversations
	Ability to communicate effectively with colleagues/parents.	
Interpersonal Skills	Commitment to working as part of a team.	Ability to build positive relationships with students, parents and staff.
	Ability to deal sensitively with pupils, parents and colleagues.	
Knowledge and Understanding	Understanding of the national curriculum and educational policies.	Knowledge of safeguarding procedures and child protection laws.

	Awareness of current educational trends	Familiarity with mental health and well being issues in students
Commitment to Professional Development	Commitment to ongoing professional development.	
	Willingness to stay current with educational research and best practices.	
Team Player	Ability to work collaboratively with colleagues.	
	Willingness to support colleagues and contribute to the overall school community.	
Additional Responsibilities	Undertake other various responsibilities as directed by the Headteacher.	

Safeguarding:

Oaks Park High School is committed to safeguarding and promoting the welfare of children and young people. As such, all staff and volunteers are expected to share this commitment.

Shortlisted candidates are required prior to interview, to disclose any unspent convictions, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily prevent you from employment depending on the offence(s).

Shortlisted candidates will also be required to bring their current DBS certificate with them to interview. References from the previous and current employer (Headteacher if the candidate currently works in a school) will be requested and appointments can only be made upon receipt of satisfactory references and a newly applied for Enhanced Disclosure and Barring Service check from the Disclosure and Barring Services

Signed..... Print

Name.....

Date.....