



# ST. NICHOLAS SCHOOL

SEN Trust Southend



Philpott Avenue, Southend-on-Sea, SS2 4RL

Headteacher: Mrs L. Fox

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## Job Description

**Job Title:** Teacher of Computing

**Scale/ Allowance:** UPR/ MPR/ UTR as appropriate

**Responsible to:** Headteacher

### **General Provisions**

School Teachers are required to carry out duties set out in the Teachers' Pay and Conditions Document.

The particular duties assigned to this post are set out below. These may be reviewed and amended in consultation with the post holder in the light of any changes in the requirements and priorities within the school.

### **Main Duties**

To take responsibility for teaching Computing to secondary age SEND students across the school.

To assess the work of all children and to maintain records in accordance with the school's policies and any external policies that govern administration of assessment. This includes KS4 examinations and accreditations.

To manage the work of any in-class support assistants during Computing sessions.

Individually and in conjunction with colleagues, be responsible for the implementation of the school's policies and procedures.

Attend and participate in staff meetings, professional development meetings and professional development days, following up such professional development sessions with the implementation of strategies and systems proposed by the school.

To participate in open afternoons, parents' evenings and other functions of a similar nature as deemed necessary by the Headteacher.

To keep yourself up to date in modern teaching and learning research and the implementation of such work.

To carry out playground and other duties as deemed necessary by the Headteacher.

### **Subject Leader Responsibilities:**

To produce and keep under review, written policy statements and schemes of work.

To co-ordinate, manage, monitor, assess, evaluate and develop the teaching and learning of the subject, identifying key aspects of good practice and areas that require support and development.

To keep up to date on the development of the subject by attending courses and personal study.

To evaluate and select materials and advise the Headteacher on the resources required in the school and be responsible for their ordering, distribution, use and maintenance.

To provide professional development opportunities and materials for other members of staff with particular reference to the school improvement plan.

To implement, monitor and review your annual targets and action plan for your subject areas of responsibility.

To be the nominated Online Safety Adviser for the school, supporting the Designated Safeguarding Leads with Online Safety issues amongst the student body and promoting positive digital citizenship across the school.

### **General**

To foster good relationships with all persons who have an interest and involvement in the school including non-teaching staff, governors, parents, officers of the L.A, colleagues within the Trust and all visitors to the school.

To implement, monitor and review your annual performance management objectives and action plan.

To develop a range of strategies and skills to work effectively with SEND pupils.

This job description sets out the duties of the post at the time when it was prepared. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify re-grading of the post.