CROFTON ACADEMY JOB DESCRIPTION

Job Title:	TEACHER OF ICT

Grade:	MAIN PAY SCALE /UPPER PAY RANGE

Reporting to:	CO-ORDINATOR OF ICT

Location:	CROFTON ACADEMY

Key Outcomes/Activities:

Job Purpose

To raise attainment in ICT across Key Stage 3 and 4, by:-

- Monitoring, tracking and reviewing student progress in ICT
- Developing in consultation a range of stimulating relevant courses and resources appropriate to the needs of Crofton students.
- Leading by delivering consistently outstanding teaching to ensure learning enables all students to make progress and achieve high standards.
- Carrying out the professional duties of a qualified teacher in line with the School's expectations and the teachers professional standards at all times.

Teaching and Learning

- To ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, pace and challenge are maintained, and best use is made of teaching time.

- To use teaching methods which keep students engaged, including a variety of teaching and learning styles, stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.

- To ensure clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the students being taught, using appropriate differentiation skills.

- To provide opportunities to develop students' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.

- To set appropriate and demanding expectations and targets for students' learning and motivation, building on prior attainment.

- To remain updated with regards the SEN register seeking specialist advice to ensure appropriate differentiation and personalised support for students with special or additional needs.

- To remain updated with specialised subject knowledge to be able to cope confidently with student's subject related questions.

Leadership and Management

- To be accountable for student progress.

- To continue to develop work on methods of assessment for learning making a whole school contribution in this fundamental area.

- To ensure that accurate records of each student's attainment and progress are maintained.

- To be involved in setting and marking of internal examinations, assessments, students' progress reports in line with deadlines.

- To cover the syllabus and schemes of work in line with the School requirements, instigating the development of new methods of teaching, course enrichment, cross curricular links, literacy, numeracy and ICT innovation.

- To ensure your homework is regularly set and effectively marked with feedback to parents in line with the School's policy.

- To mentor ITT students on placement within the ICT department as directed by your Co-ordinator.

- To lead and develop extracurricular ICT related activities in consultation with the Co-ordinator.

- To drive forward new and established ICT initiatives in liaison with relevant staff.

- To ensure the smooth running of public examinations entries in liaison with the Examinations Officer.

- To take action as appropriate from department meetings.

- To keep abreast of national developments and assessment within ICT.

Safeguarding Young People

- To be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post.

- To be responsible for the care and guidance for students within your mentoring form and also to ensure your classroom is a safe environment for students to learn.

Monitoring, Evaluation and Data Analysis

- To maintain an accurate record of students' progress, homework and assessments.

- To assess how well learning objectives have been achieved and use this assessment for future teaching.

- To mark and monitor students' class and homework within a reasonable time frame, providing constructive oral and written feedback, setting targets for students' progress to ensure that students know their current level/grade of achievement and know what they have to do to raise their level of achievement.

- To collate and analyse Key Stage student data to inform intervention strategies and appropriate action plans for students.

Attendance and Behaviour

- To set high expectations for students' behaviour and attendance, establishing and maintaining a good standard of discipline through well-focused teaching, through positive and productive relationships and through consistent use of the school's Behaviour policy to ensure all students are treated fairly.

- To set work for students absent from school for health or disciplinary reasons.

- To seek advice as required from colleagues regarding support or intervention when behaviour or attendance concerns arise.

- To record student attendance in a timely manner.

- To play a pivotal role in rewarding student achievement and positive behaviour.

Relationship with Parents/Carers, Colleagues and the Wider Community

- To maintain positive relationships with parents and carers, calling parents/carers as deemed necessary regarding student progress or if there are health and welfare concerns.

- To liaise with the Co-ordinator should written correspondence to parents be required.

- To attend Parents' Evenings to keep parents informed of progress.

- To prepare accurate reports to parents/carers regularly.

- To establish effective working relationships with colleagues and other professionals.

Manage Own Performance and Development

- To take responsibility for your own professional development, keeping up to date with research and developments in pedagogy and in the subjects taught.

- To set a good example to students in terms of presentation and personal conduct.

- To constantly evaluate your own teaching critically and use this to improve effectiveness.

- To engage actively in the performance management and review process.

General Academy Responsibilities
- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

REQUIREMENTS FOR THE POST		
	ESSENTIAL	**DESIRABLE**
Qualifications	- Degree in computer Science or relevant subject area or equivalent experience - QTS as an ICT Teacher	
Experience	- Proven track record of raising educational standards - Ability to motivate and inspire others - Proven success of consistent and effective teaching and learning in ICT within a secondary school	- Proven success of effective teaching and learning in a second subject
Knowledge and Statutory Requirements	- Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people - Up to date knowledge of ICT curriculum - Ability to create innovative resources and new learning opportunities - Ability to evaluate and improve the teaching practice of self and others - ICT skills appropriate for teaching and learning - Consistently good/outstanding classroom management	

Personal Qualities:	- Passionate about subject area - Leads by example with high professional standards - Time management skills - Flexibility - Innovative approach to teaching and learning - An effective communicator and motivator of pupils	- Willingness to take part in extracurricular activities

Responsibilities for Resources:

Line Management Responsibilities: The job involves no direct line management Responsibilities.

Financial Responsibilities: The job involves some direct responsibility for financial resources.

Physical Resources: The job involves some direct responsibility for physical resources.

Responsibility for Policy Development: The jobholder has no direct responsibility for policy development. However, all staff are expected to be involved in policy consultation.

Responsibility for Student Outcomes: The jobholder may support students on a daily basis, with encouragement to develop their reading skills, to enable them to fully access the Academy's curriculum and enjoy reading.

Working Conditions: The jobholder will work within the ICT Department on a daily basis.

Main Contacts: Coordinator of ICT, Students, teachers, and other Schools/Academies within the district.

Characteristics of the post:
The employment checks required of this post are:

> ➢ Evidence of entitlement to work in the UK
> ➢ Evidence of essential qualifications
> ➢ Two satisfactory references
> ➢ Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
> ➢ Confirmation of medical fitness for employment as required
> ➢ Registration with appropriate bodies (where applicable)

Date Completed: February 2015

Signature of Postholder: ………………………………………………………………………

              Date: …………………………………………………………

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.