

**Job Description**

**Job Title: Teacher of IT**

**Salary: MPS/UPS**

**Responsible to:**

**VISION AND PURPOSE**

* To develop, plan and deliver effective and high-quality learning experiences for all students
* Be accountable for the learning and achievement of all students following courses they teach

**RESPONSIBLE FOR**

**Teaching and learning**

1. To provide high quality subject and personal development curriculum lessons which

* ensure that students acquire new knowledge and skills, develop ideas and increase their understanding
* enable students to develop their learning habits of concentration, working productively both independently and collaboratively, and producing work which is well presented.
* ensure students know the progress they are making and how they need to improve because their work is assessed thoroughly and constructively and used as the negotiated basis for their individual learning plans

through

* well planned lessons and modules are based on assessment for learning
* lessons well matched to students’ needs with an appropriate level of challenge
* well organized and skillful use of resources, including time, information learning technology and learning assistants
* homework which reinforces and extends the learning done in class
* consistent and effective behaviour management

**Leadership and management**

* 1. To take responsibility for ensuring they are up to date in terms of their knowledge of the subject(s) they teach, the related teaching methodologies and the external examination requirements for their subject(s)
  2. To attend assemblies, register students and assist with supervision before, during and after the working day
  3. To attend meetings arranged for staff, with parents and, when appropriate, with outside agencies/providers
  4. In cases of emergency, teach students whose teacher is absent (see Teachers’ Conditions of Service regarding ‘cover’)
  5. To assess, record and report on the personal development and academic attainment and achievement of students
  6. To ensure that work is always set for classes when absence is foreseeable

**Care, welfare, guidance and support.**

Which means that, as a personal tutor:

* 1. maintaining an ongoing overview of the personal and academic development of each student
  2. contributing to the individual learning plan for each tutee,
  3. working with others to identify when intervention is needed e.g. when underachievement is identified or additional challenge is required
  4. working with others to monitor the effectiveness of additional support, especially from learning mentors and outside agencies
  5. maintaining effective lines of communication with parents at all times

**General Responsibilities/Activities**

As a subject teacher and personal development tutor, to identify and exploit opportunities within their teaching to promote

1. equality of opportunity and the tackling of discrimination
2. students spiritual, moral, social and cultural development
3. community cohesion
4. students’ acceptance and engagement with British values

**Performance management and professional development**

* Participating in the academy’s arrangements for performance management, professional development and the academy’s arrangements for quality assurance and internal verification
* Those new to teaching will also be required to participate in the arrangements for induction, supervision and training for teachers new to the profess

**CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure & Barring Service check to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.**

This statement is in addition to, and an amplification of, the duties and responsibilities laid down in the National Teachers Conditions of Service. Any further clarification of the responsibilities and duties of a teacher employed under National Teachers Conditions of Service may be found in that document

Signature: ………………………………………………………………..

Print Name: ………………………………………………………………..

Date: ………………………………………………………………..