



Job Description: Head of Computing and Digital Education/General Class Teacher

This job description covers the work of the Head of Computing and Digital Education and the broader role of being a teacher of general subjects, including if required, a form tutor role.

Head of Computing and Digital Education

We are seeking an inspiring, innovative teacher with a proven record of excellence in this area.

To be responsible for teaching Computing and IT across the school and preparing pupils with the necessary skills to apply ICT across the curriculum.

To take into account the needs of children who need learning support and also those that have special talents and abilities when planning and delivering the ICT curriculum.

To develop the whole school's schemes of work including e safety and to update them on a regular basis.

To ensure that the department policy is successfully implemented, regularly reviewed and updated.

To highlight areas for the development of Computing and ICT within the School Development Plan.

To hold regular department meetings, distribute relevant ICT information to staff as well as highlight courses available for CPD purposes.

Take an active role in the school's strategic ICT vision. To demonstrate leadership for the development, implementation and evaluation of an innovative ICT strategy, within guidelines laid down by the ICT Strategy Committee.

To manage and undertake research to inform school strategy and advise on emerging technologies and trends that can benefit teaching and learning.

Keep up to date with Internet safety and run e-safety staff training in line with safe guarding guidelines.

To inform parents of new internet safety issues and advise.

To manage the department's budget.

To attend regular meetings with the ICT technical team and Bursar to ensure the use of ICT across the school is effective in promoting teaching and learning.

To oversee and manage the Medhurst Technician regarding curriculum Helpme tickets.



Form Teacher Role

Pastoral Care

The welfare and well-being of the pupils is of paramount importance and it is the responsibility of the Form Teacher in the first instance, to ensure each and every pupil is nurtured, advised and supported. If there are concerns, these can be discussed with appropriate colleagues keeping the Head informed at all times.

It is the responsibility of the Form Teacher to deliver the PSHEE curriculum.

Reporting to Parents

It is the responsibility of the Form Teacher to co-ordinate and collate all school reports for pupils in their care. In addition, they are responsible together with the Head of Year for co-ordinating information to be disseminated at the annual Curriculum Evenings.

Timetables and Notes for Guidance

It is the responsibility of the Form Teacher to publish class timetables, display rotas, playground guidance notices and any other relevant pieces of information within the form classroom.

The following areas are included in the professional duties, which the person appointed may be required to perform under the reasonable direction of the Head:-

Teaching

Having regard to the curriculum for the school:

- Being able to teach some additional subjects, according to experience, interest and ability

Planning and preparing courses and lessons;

- Teaching, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupils in school and elsewhere.
- To take into account the needs of children who need learning support and also those that have special talents and abilities when planning and delivering the curriculum.

Assessing, recording and reporting on the development, progress and attainment of pupils;

- Organising and participating in extra-curricular activities.
- To ensure published deadlines are met.
- Working closely with the Learning Support Department.



Other responsibilities

Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to them.

Providing guidance and advice to pupils on educational and social matters.

Making records of and reports on the personal, social and emotional needs of pupils.

Communicating and consulting with the parents of pupils as directed by the Head.

Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

Communicating and co-operating with persons or bodies outside the school.

Participating in meetings arranged for any of the purposes described above.

Contributing, wherever appropriate, to the wider life of the school.

Running at least one after school activity a week or supervising prep at least once a week.

Maintaining a positive, well organised, supportive and stimulating learning environment.

To form links with colleagues to enable information to pass freely concerning the needs of individual children.

To be part of a year group planning team.

To treat as a professional confidence any information concerning individuals and all issues relating to the running and administration of the school.

Appraisal

Participating in arrangements made by the school for the Review and Appraisal of their performance and that of other teachers, where applicable.

Further training and development

Reviewing when appropriate, their methods of teaching and programmes of work.

Participating in arrangements for further training and professional development as a teacher.

Discipline, health and safety

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.



Staff meetings

Participating in meetings at the school, which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

Cover

Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

Examinations

Where applicable, participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.

Management

Taking such part as may be required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Participating in administrative and organisational tasks related to such duties as are described above.

Taking an active part in consultation and decision making during departmental meetings.

Helping with the various departmental tasks, as allocated by the Head.

General

To attend: - Staff meetings

Relevant parents` evenings

Open Morning and any other `open` events held outside a working day

Carol Service and Sports Day

Assembly

To support as far as you can:

PMA (Prince`s Mead Association) functions

School plays and concerts