



## WINCHCOMBE SCHOOL

### JOB DESCRIPTION – TEACHER OF COMPUTER SCIENCE

<b>Job Title:</b> Teacher of Computer Science	<b>Start date:</b> September 2019
<b>Contract:</b> Permanent and full-time	
<b>Reporting to:</b> Member of Senior Leadership Team	
<b>Overall purpose of the job:</b> <ul style="list-style-type: none"><li>To teach Computer Science to pupils of all abilities in KS3/KS4.</li></ul>	
<b>Main Responsibilities:</b> <ul style="list-style-type: none"><li>To teach pupils in Key Stages 3 and 4 according to the demands of the National Curriculum and exam board syllabuses</li><li>To assess and record pupils' work in order to give feedback on performance to pupils and parents</li><li>To attend staff meetings to keep abreast of administrative requirements, new initiatives and policies</li><li>To undertake professional development activities as appropriate</li><li>To complement classroom work with fieldwork and visits</li><li>To implement school behaviour policy</li></ul>	
<b>Main Duties:</b> <ul style="list-style-type: none"><li>To plan and prepare lessons adhering closely to Schemes of Work to ensure coverage of the National Curriculum</li><li>To carry out the teaching of allocated classes using a variety of teaching methods appropriate to the age and ability of the pupils to a standard which allows pupils to further their understanding of Computer Science</li><li>Maintain informative and attractive display boards showing pupils' work and achievements</li><li>Set homework appropriate to the age and skills in accordance with the school's Homework Policy</li><li>Regularly mark and assess work in accordance with school practices</li><li>Keep a register of class attendance</li><li>Keep up-to-date records of marks and levels in the appropriate place; either the teacher planner or the assessment record files</li></ul>	

**Main Duties (contd.)**

- Participate in parents' evenings and pupil reviews in order to provide clear feedback on performance and to develop targets for improved individual performance
- To attend and contribute to Departmental meetings to share ideas and keep informed about current issues
- Identify, attend and recommend training opportunities to enable professional progression and development
- Develop opportunities to allow pupils to experience Computer Science outside the classroom
- Implement the policy for behaviour, motivate every child to meet their potential and keep the Head of Department informed of pupil performance
- Participate in the performance management process in line with agreed guidelines

**General:**

- The school's aims, values and policies will shape the way you carry out these responsibilities
- The Job Description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the Post Holder must use directed time in accordance with the school's published time budget and policy and have regard to Clause 36(1) of a Teacher's Conditions of Employment
- The Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment after consultation with the Post Holder

*Winchcombe School is committed to the safeguarding of young people and an enhanced DBS disclosure will be required for this position. Equal opportunities are the right of everyone to equal chances and Winchcombe School respects each individual for who they are regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality.*

Signed: ..... (post holder) Date: .....

Signed: ..... (Headteacher) Date: .....



# WINCHCOMBE SCHOOL

## TEACHER OF COMPUTER SCIENCE

### PERSON SPECIFICATION

<b>ESSENTIAL</b> (Must be/have)	<b>DESIRABLE</b> (Could have)
<b>Qualifications, Experience and Training</b>	
<ul style="list-style-type: none"><li>• Well-qualified with enthusiasm, creativity and energy</li><li>• A degree in a relevant subject</li><li>• PGCE and able to teach Computer Science at KS3 and KS4 to a high standard</li><li>• Able and willing to teach a second subject</li><li>• Able to relate well to pupils of all abilities</li><li>• Able to motivate the least and most able</li><li>• Up-to-date appreciation of current educational developments</li><li>• Willing to lead and develop extra-curricular activities</li></ul>	<ul style="list-style-type: none"><li>• Previous experience of involvement in enrichment activities</li><li>• Able to bring a variety of interests and skills to the school</li></ul>