



**The Academy  
at Shotton Hall**

## **JOB DESCRIPTION**

### **ICT/COMPUTER SCIENCE TEACHER**

#### **Line of Responsibility**

The teacher is directly responsible to the Head of Department on curriculum matters and the Learning Manager for pastoral issues.

#### **Job Content**

##### **Strategic Purpose**

- The basic duties of a teacher are outlined in the latest School Teachers' Pay and Conditions Document.

##### **Operational Responsibilities**

###### *Teaching*

- Plan work in accordance with departmental schemes of work and national curriculum programmes of study.
- Take account of pupils' prior levels of attainment and use them to set future targets.
- Set work when required for absent pupils.
- Maintain good discipline by following the school's pupil disciplinary policies and procedures.
- Establish a purposeful working atmosphere during all learning activities.
- Set appropriate and challenging work for all pupils.
- Identify and work appropriately with 'special educational needs' pupils and 'gifted and talented' pupils.

###### *Assessment, Recording and Reporting*

- Keep appropriate records of pupils' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Adhere to the school's marking policy at all times.
- Carry out assessment programmes, as agreed by the school, or department.
- Complete pupil reports in line with school policy. Attend parents' evenings as required and keep parents informed about their child's performance and future targets.

###### *Pastoral Work*

Responsibilities for a Sept Tutor will include:-

- Monitoring and setting targets for the social and academic progress of all pupils in the Sept.



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- Endeavour to build up a good relationship with the pupils in the Sept, so that they will look to you for support and advice.
- Report issues of concern to the appropriate senior staff.
- Maintain an accurate register of attendance and do everything possible to encourage good attendance.

### *Performance Management and Professional Development*

- The teacher will be part of the school's performance management scheme. S/he will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

### **Conditions of employment**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the Trust's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff members participate in the school's performance management scheme.