Job Description

Job Title: Second in Computing & ICT

Reporting to: Head of Department   **Grade:** Teacher's Pay Scale + ????

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The Academy complies with these requirements in order to make reasonable demands of teachers.

Additionally, STPCD requires all teachers to be involved in:

- Advising and co-operating with the Principal and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements
- Taking any 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
- Co-ordinating or managing the work of other staff

Main duties and responsibilities:

Main scale teachers will be asked to maintain an overview of teaching, standards and ongoing improvement in specified subject(s) or areas.
 Over time this might reasonably include:

- Be accountable for student progression for allocated classes
- Be responsible for effective classroom management.
- Co-ordinate class work with any classroom assistant support.
- Develop and sustain knowledge of current educational practices and be responsible for own continuing professional development.
- Evaluate lessons, incorporating students' views and responses in order to reflect and act on strengths and areas for development
- Work to student targets and ensure that progress is tracked through a range of strategies.
- Take account and review prior attainment when planning and teaching lessons.
- Strive to deliver outstanding lessons.
- Deliver interactive lessons with students.
- Provide good quality assessment using formative and summative methods in conjunction with the Academy's AfL policy.
- Record test results and ongoing teacher assessments
- Support the department in developed and implementing schemes of work
- Ensure differentiation and personalisation of learning for all students

In addition to this, the 2nd in department roles and responsibilities could include supporting the head of department in:

- the quality of teaching and learning within the department
- identify and intervening with students to support outstanding outcomes for students
- performance management of teachers in the department
- actively promoting the development of Computer Science / ICT across the academy
- collaborating with other departments across the trust
- developing bespoke CPD to support the development of staff within the department

- attending relevant meetings within the academy to feedback on the progress of students that take Computing and/or ICT.
- Liaising with parents and arranging meetings to support the tracking and intervention of students within the department.
- To be the lead teacher in Computer Science and oversee the Computing department within the faculty

The second in department will also be given a key area of responsibility to focus on in line with the department development plan, this will be set and reviewed on a yearly basis.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be agreed at the request of the Principal or the incumbent of the post.