

Codsall Community High School: Teacher Job Description

Post Title	Teacher of ICT with Business Studies
Purpose	<ul style="list-style-type: none"> • To produce high quality teaching plans and supporting resources. • To deliver high quality lessons in ICT. • To secure good progress in ICT.
Reporting to	Lead Teacher for Arts, Health and Social Care, ICT and Technology
Liaising with	Teachers, non-teaching staff and parents.
School policies and planning	<ul style="list-style-type: none"> • To implement all relevant federation and school policies. • To contribute to the ICT Development Plan and its implementation. • To contribute to the implementation of the School Development Plan.
Curriculum planning	<ul style="list-style-type: none"> • To produce high quality lesson plans with supporting resources for own classes. • To share planning and resources with colleagues teaching ICT.
Assessment	<ul style="list-style-type: none"> • To regularly assess students' work so they know their strengths (WWW), areas for improvement (EBI) and what they need to do to improve (DIRT). • To maintain appropriate records on SIMS and the department's online system. • To use assessment information to inform next steps in teaching and learning.
Teaching and learning	<ul style="list-style-type: none"> • To consistently deliver high quality teaching and learning experiences that lead to high levels of progress, learner interest and enjoyment.
Communication	<ul style="list-style-type: none"> • To ensure effective communication with parents of students.
Marketing and liaison	<ul style="list-style-type: none"> • To contribute to marketing activities and help to promote the federation of schools.
Pastoral system	<ul style="list-style-type: none"> • To register students, encourage their full attendance and their participation in all aspects of school life. • To evaluate and monitor the progress of students and keep up-to-date student records as required. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate with parents of students and people outside the school concerned with the welfare of individual students.
Safeguarding	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • To be aware of, support and ensure equal opportunities for all. • To contribute to the overall ethos, work and aims of the school
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the federated school community, to support its vision, mission and ethos and to encourage staff and students to follow this example. • To undertake any other duty as specified in the STRB not mentioned above. • Every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
<p>This job description is current at the date shown below, but in consultation with you, may be changed by the Executive Headteacher to reflect changes to job or school priorities, commensurate with the grade and job title.</p>	

Date: _____ **Signed:** _____

Name: _____ **Line Manager:** _____