

Job Title: Teacher of ICT

Reporting to: Head of Centre **Grade:** MPS/UPS

Overall purpose of the post:

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, 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 Academy 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 Academy
- Co-ordinating or managing the work of other staff
- Main scale teachers will be asked to maintain an overview of teaching, standards and on-going improvement in ICT.

Main duties and responsibilities:

- Reviewing and developing of curriculum policy in ICT.
- Monitoring and evaluating the quality of planning within the department by other teachers.
- Observing teaching in the department in order to evaluate strengths and areas for further development, or the impact of Academy improvement work.
- Evaluating relevant assessment information for individuals, groups or cohorts.
- Suggesting issues in new technologies for further development.
- Reviewing and co-ordinating the use of resources in the department.
- Reporting on progress, achievement and standards in ICT to staff, Local Academy Council or parents as required.
- Arranging and promoting relevant activities to promote pupils' enthusiasm and interest

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/Academy work.
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable.

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.