

## TEACHER OF ICT ROLE PROFILE

POST TITLE/NAME	TEACHER OF ICT
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To raise standards of pupil attainment and achievement within teaching groups, and to monitor and support pupil progress via the application of the College Learning and Teaching Policy</li> <li>• To share good practice with other members of the faculty/department/house group</li> <li>• To be accountable for pupil progress and development within teaching groups against set value added targets</li> <li>• To intervene and support pupils in catching up where progress is negative</li> <li>• To contribute to developing the subject/curriculum area.</li> <li>• To ensure the effective deployment of support staff in the learning process</li> <li>• To effectively use physical resources within the learning process</li> <li>• To contribute to department./subject resources</li> </ul>
<b>Reporting to :</b>	Designated Head of Subject
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Assigned TAs/technicians and other support staff within lessons as appropriate</li> <li>• Support and development of assigned ITT students as and when required.</li> </ul>
<b>Liaising with:</b>	Head of Subject, Heads of Year, other teachers, support staff, parents and College Council.
<b>Working Time:</b>	195 days per year. Full time. 1265 directed hours
<b>Salary/Grade:</b>	Main Scale MPR1 - 6/ UPR1 - 3
<b>Disclosure level:</b>	Enhanced
<b>Operational / Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To contribute to development of appropriate syllabuses, resources, schemes of work, marking and assessment policies, and teaching and learning strategies in Computer Science and Business Studies.</li> <li>• To actively monitor and mentor pupil progress through classroom interventions</li> <li>• To implement college policies and procedures – e.g. Equality, Health and Safety, Child Protection etc.</li> <li>• To actively monitor and mentor pupil progress through classroom interventions (including SEND, PP, G&amp;T, GRT etc.)</li> <li>• To work with department colleagues to help formulate aims, objectives and department development plans which have coherence and relevance to the needs of pupils and the aims, objectives and strategic plan of the College.</li> <li>• Plan differentiated lessons that take into account a pupil's individual circumstances such as being SEND, PP, G&amp;T, GRT etc...</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>• To deliver appropriate high quality lessons in line with faculty/ department curriculum plans.</li> <li>• To motivate and drive pupils to achieve as good work as possible and not to be constrained by targets</li> <li>• To ensure existence of appropriate lesson plans for each lesson which take in to account the needs of absence cover arrangements</li> <li>• Foster an atmosphere of mutual respect with pupils in all classroom activities.</li> <li>• To ensure appropriate delivery of cross curricular themes in line with College policy and planning</li> </ul>

<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To contribute to the development of an engaging and challenging Computer Science and Business Studies curriculum.</li> <li>• To keep up to date with national developments in the subject area and teaching practice and methodology.</li> <li>• To ensure that literacy, numeracy and communication skills are reflected and promoted within lessons.</li> </ul>
<b>Staff development:</b>	<ul style="list-style-type: none"> <li>• To be reflective on own practice and work collaboratively with line manager to identify development needs and participate in annual performance review as part of an active programme of CPD</li> <li>• To participate (when requested) in the interview process for new posts</li> <li>• To share good practice and promote collaborative teamwork which can motivate and inspire colleagues.</li> <li>• To share good practice with other departments in order to promote high standards throughout the College.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To engage with target setting/monitoring for each individual pupil within teaching/ mentoring groups in order to ensure maximum attainment</li> <li>• To ensure that college quality control procedures are in operation in all lessons taught.</li> <li>• To contribute towards department self evaluation and to seek and implement modifications when required.</li> <li>• To work with (and contribute to) the faculty/department improvement and development plan.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To keep up to date with, and regularly mark pupil work in line with established college/faculty/department policy.</li> <li>• To maintain records of pupil marks in line with college policy and procedures and use of data systems</li> <li>• To be actively aware of current levels/grades achieved by each pupil/class</li> <li>• To feedback to pupils in such a way as to enable them to progress at least in line with expectations but to foster an attitude of achieving more</li> <li>• To identify and take appropriate action on issues arising from data, systems and reports.</li> <li>• To produce pupil reports in line with college procedures</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• To communicate effectively and positively with pupils and their parents.</li> <li>• To liaise with examination boards, awarding bodies and other relevant external bodies as and when appropriate</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• To attend parental consultation evenings, open evenings and other College events.</li> <li>• To communicate positively and professionally at these events</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To manage the available resources of space and equipment efficiently and within limits, guidelines and procedures laid down.</li> <li>• To proactively engage with provision and use of the College website.</li> <li>• To be responsible for aspects of requisitioning, organising and maintaining equipment, stock and keeping appropriate records.</li> <li>• To maintain a stimulating, safe and tidy teaching area.</li> </ul>
<b>Pupil Welfare:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of pupils</li> <li>• To act as a Tutor (if required) and carry out duties associated with that role as outlined in the generic job description</li> </ul>

	<ul style="list-style-type: none"> <li>• To contribute to RSHE, citizenship and enterprise according to college policy.</li> <li>• To ensure the Behaviour Management system is implemented so that effective learning can take place.</li> <li>• Foster and maintain high standards of effort and discipline amongst the pupils by the use of appropriate College based rewards (VIVO and positive written and verbal comments), negotiated goals and sanctions</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and pupils to follow this example.</li> <li>• To contribute to the value added to overall pupil progress and achievement via appropriate extra curricular provision</li> <li>• Attendance at designated College meetings</li> </ul>

<b>Other Specific Duties:</b>	
<p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>	

**NB** All ECTs are placed on a specifically designed induction and review package and performance will be monitored against the standards of this package throughout the year.