



## **LOWER PREPARATORY, UPPER PREPARATORY & SENIOR DEPARTMENT**

Teacher of Computer Science; Form Teacher;

Name: TBC

### **Specific responsibilities:**

*N.B. This is a flexible working document and should not be considered exhaustive.*

- Play a positive role in the implementation of the School Development Plan or in any action plans as a result of an internal or external audit or inspection
- Have academic and pastoral responsibility for a form, supporting colleagues and working in liaison with the Director of Studies and Deputy Head respectively, to ensure that each pupil achieves his or her potential
- Monitor, develop and review curricular policy for the department with the Head of Department and Director of Studies
- Monitor, develop and review pastoral policy for a form with the Divisional Head and Deputy Head
- Devise, with the support of the Director of Studies and Senior Leadership Team, a suitably challenging and innovative programme of curricular and co-curricular provision across the department to help each pupil learn important life skills
- Support the marketing strategy for the school by attendance at school events, occasionally outside normal working hours, as well as assisting with the general recruitment and retention of pupils as required
- Have day to day responsibility for planning and management of the administrative events for your subject classes

- Expedite excellent channels of communication with all stakeholders
- Manage, with care, any relevant budgets
- Arrange relevant information evenings and events pertaining to your subject for GCSE options or tertiary education
- Assist with organisation so that each member of staff in the department has a clear understanding of their role and duties and organise accordingly
- Teach collegiately in pursuit of all round excellence for the pupils
- Work with empathy, good humour and consummate professionalism to be a good role model for the pupils, and to uphold the reputation of the school, at all times
- Show a good understanding and representation of the values in the Kingswood House Way
- Support the subject enrichment programme accordingly for MFL
- Attend all relevant meetings and CPD training, as required
- Assist with the chrome book programme, under direction
- Assist with ENGAGE school management system, under direction
- Undertake any reasonable additional task in respect of the needs of the school at the request of the Headmaster

**Specific teaching responsibilities:**

- Effectively support the development of the ICT Department throughout the school and inspire pupils and staff with strong subject knowledge and a passion for learning
- Help to engender the successful implementation of the curriculum in ICT throughout the school and propagate a love of learning in the pupils for the subject
- Provide suitable opportunities across the age and ability range, such as competitions and trips, to ensure children develop an avid technological interest
- Keep abreast of suitable CPD opportunities in order to establish an exemplar of best practice

- Liaise with the Study Centre and ensure schemes of work are carefully differentiated to reflect both SEN and GTi needs
- Readily support all teaching staff in the department and assist in the choice of appropriate reading and learning material
- Inspire pupils and staff with strong subject knowledge and passion in its delivery
- Help pupils to understand and practise independent learning
- Expedite excellent short, medium and long term planning
- Undertake all aspects of appraisal and peer observations annually

**Other curricular & co-curricular responsibilities:**

- Contribute meaningfully to the preparation and delivery of any form of internal or external assessment as required
- Participate in the co-curricular programme, with activities to be discussed and agreed upon appointment
- Engage meaningfully with the House system
- Be responsible for the registration each morning of a designated year group and oversee their academic, pastoral and social development and be the first port of call for their parents, feeder schools, Study Centre staff or any other interested parties
- Provide edited and informative written reports as required and prepare thoroughly for parents' evenings
- Show commitment in the support of day and residential trips
- Arrange the classroom in a way that is conducive to an effective learning process, resulting in a well-ordered stimulating and attractive environment
- Have appropriate equipment and learning resources available, grouped and stored in such a way that ensures their accessibility to children
- Organise children appropriately in class; planning patterns of working in such a way that it is likely to increase their independence and efficiency

- Ensure that children are given opportunities of group work - i.e. they work together at a specific task which facilitates interactive learning, the sharing of ideas with the need to arrive at conclusions
- Enable children to develop skills and concepts in all aspects of the curriculum within integrated learning situations as and when appropriate, matched to age, aptitude and ability
- Mark academic work carefully and promptly, in keeping with the school marking policy, to ensure clear feedback and positive reinforcement
- Encourage children to value themselves and others both inside and outside the classroom
- Have working displays, which reflect the tasks in hand, presented in a variety of forms
- Display and regularly change children's work to show best practice
- Ensure that attention is given to the readiness of the classroom at the beginning of the school day and the tidiness of the classroom at the end of the day
- Be aware of any signs of stress, emotional imbalance or learning difficulties and keep the appropriate people informed over these concerns
- Ensure that each child is working to the best of his or her ability, is well disciplined, well mannered, considerate and happy

Agreed by..... Date.....

NB: Please read carefully the appendix to your contract which outlines your professional duties.