

JOB DESCRIPTION

Teacher

September 2021

NAME: XXXXXX

POST: Computer Science Teacher

RELATIONSHIPS:

The post holder is accountable to the Head of Department in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

MAIN DUTIES & RESPONSIBILITIES:

1 Professional Duties

The following duties shall be deemed to be included in the professional duties that you may be required to perform:

1.1 Teaching

1.1.1 planning and preparing courses and lessons;

1.1.2 teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils;

1.1.3 assessing, recording and reporting on the development, progress and attainment of pupils;

1.2 Other Activities

1.2.1 promoting the general progress and well-being of pupils and any class or group of pupils assigned to you;

1.2.2 providing guidance and advice to pupils on educational and social matters;

1.2.3 making relevant records and reports;

1.2.4 making records of and reports on the personal and social needs of pupils;

1.2.5 communicating and consulting with the parents of pupils;

1.2.6 communicating and co-operating with persons or bodies outside the School as appropriate;



1.2.7 participating in meetings arranged for any of the purposes described above;

1.2.8 participating in the running of after school clubs, organising and/or attending school trips, assisting with and/or attending tournaments, competitions and matches, participating in such other school events as the Head may require both inside and outside of the United Kingdom;

1.3 Assessments and Reports

providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils;

1.4 Appraisal

participating in any arrangements for the appraisal of your performance and that of other teachers;

1.5 Review: Further Training and Development

1.5.1 reviewing from time to time your methods of teaching and programmes of work;

1.5.2 participating in arrangements for your further training and professional development as a teacher;

1.6 Educational Methods

advising and co-operating with the Head and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements;

1.7 Discipline, Health and Safety

maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere;

1.8 Staff Meetings

participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements;

1.9 Cover

supervising and so far as practicable teaching any pupils whose teacher is not available to teach them;

1.10 Public Examinations

participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations;

1.12 Administration

- 1.12.1** participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and material;
- 1.12.2** attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions.

ADDITIONAL DUTIES SPECIFIC TO POST:

- To offer some departmentally-based contribution to the extra-curricular life of the school.
- To organise and lead various extra-curricular activities to maintain the Department's involvement in initiatives such as the Scholars' and Alpinists' programmes, and the Elizabeth Godolphin Award.
- To take on the role of a tutor with pastoral responsibility, attached to one of the three competitive houses, and to fulfil other requirements such as prep duty on a rota basis.

GENERAL:

- To promote and support Godolphin's culture of 'Friendship, Encouragement, Support and Mutual Respect' and encourage staff and students to follow this example.
- To promote and safeguard the welfare of students in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies.
- To comply with, promote and act in accordance with all School policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the School Business Manager at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION:

Throughout the School it is our practice to vary the specific responsibilities in line with the needs of the School. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from their Line Manager, Head of Department or member of the Senior Management Team to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

NB Every full time subject teacher is normally expected to undertake tutorial responsibilities.

The aim of the Job Description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the School.

Signed: **Date:**

Post Holder

Signed: **Date:**

Head

One copy to be retained by member of staff and one kept on the employee's file.

Godolphin School Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Students Following the latest Safeguarding Children Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974.



DEPARTMENT OVERVIEW

The dynamic Computer Science consists of two other teachers, including the Head of Department, the Director of Digital Strategy.

We teach Computer Science at Key Stages 3, 4 and 5. Digital literacy skills are taught by a range of staff as part of the Godolphin Learning Program (Key Stage 3) and the Elizabeth Godolphin Award (Sixth Form).

At Key Stage 3 we teach a varied Computer Science course with plenty of practical work. All classes receive one period per week of Computer Science (65 minutes) in a typical class size of 16-18.

At Key Stage 4 we are transitioning from CIE IGCSE Computer Science (0984) to Edexcel GCSE Computer Science (1CP2). In September 2021 both year groups will be studying the Edexcel course which includes the onscreen programming exam. GCSE students are taught for five periods per fortnight.

At A Level we teach the AQA Computer Science course (7517). A Level students are taught for ten periods per fortnight.

We have a focus on cyber security and robotics. The NCSC Cyber Discovery competition runs each year first in class and then develops into an extra-curricular activity. Exam students often take part in NCSC residential cyber security summer courses. We enter a team into the annual First Lego League competition and have won a number of regional trophies. We enter the Bebras Challenge each year, and second year students take part in the Cyber First Girls competition.

The department takes part in the annual Godolphin cross-curricular STEM Skills Lab project, led by the Design and Technology department. We put on an annual Hackathon Outreach event in the Prep School for year 5 students, and advise the Prep School Computing teachers as needed.

Our trips include TeenTech and the First Lego League regional finals. We are keen to develop a trip to the National Museum of Computing in the future.

The department has 9 Lego Mindstorm robots and a wide selection of additional Lego, a robotics table, 10 SPRK+ robots, plenty of BBC Microbits plus 8 computers for students to dismantle and reassemble. We have a full set of PG Online resources to support the GCSE and A Level courses.

All students currently have a BYOD device. From September 2021 students in the 1st – 4th year will all have a school managed Surface Pro with stylus. This scheme will roll into the 5th year in September 2022. Sixth form students will continue to use their own BYOD device.

In response to the BYOD program, we have removed all computers from our teaching rooms and students learn on their own devices. Teachers in the senior school are all issued with a school managed Surface Pro with stylus. Classrooms are all equipped with a charging dock, widescreen monitor, keyboard and mouse for the comfort and convenience of the teacher. The dock also connects to the projector. We are a learning department in which CPD and sharing of good practice is encouraged.



PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> Degree Level Education 	<ul style="list-style-type: none"> Qualified Teacher Status 	<ul style="list-style-type: none"> Application Form Original Certificates
Work Experience	<ul style="list-style-type: none"> Previous teaching experience of Computer Science at GCSE and KS3 level 	<ul style="list-style-type: none"> Previous teaching experience of Computer Science at A Level Contribution to wider school community 	<ul style="list-style-type: none"> Application Form References
Communication Skills	<ul style="list-style-type: none"> Excellent communication skills including written English Accuracy and attention to detail 	<ul style="list-style-type: none"> Liaising with parents and professional agencies 	<ul style="list-style-type: none"> Application Form Person Specification Statement Lesson observation
IT Skills	<ul style="list-style-type: none"> Ability to program in one or more high level languages Good all round IT skills Ability to work with all MS Office applications 	<ul style="list-style-type: none"> Microsoft Teams and OneNote experience 	<ul style="list-style-type: none"> Application Form Lesson Observation
Personal Qualities or Skills	<ul style="list-style-type: none"> Passion for personal learning in specialist and wider subjects Passion for teaching Willingness to support staff in their use of IT Excellent organisational skills, able to 	<ul style="list-style-type: none"> Good sense of humour 	<ul style="list-style-type: none"> Application Form

	<p>manage a range of competing demands</p> <ul style="list-style-type: none">• Proactive, able to think laterally when required• Adaptable and flexible• Positive team player		
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