Your Academy...Your Future

Post Title	Teacher of IT/Computer Science
Purpose	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a teacher/form tutor. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.
Responsible to	Leader of IT
Responsible for	The provision of a full learning experience and support for students.
Contract Type	Permanent
Academy Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Grade	MPS
Disclosure Level	Enhanced
Expectations	**There is an expectation that all adults who work at Castle View Enterprise Academy will:** • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.
Operational & Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the department. • To contribute to the departmental development plan and its implementation. • To plan and prepare courses and lessons. • To contribute to the whole Academy's planning activities.

Staffing	• To take part in the Academy's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and teaching methods. • To engage actively in the Performance Management Review process. • To ensure the effective / efficient deployment of classroom support. • To work as a member of a designated team and to contribute positively to effective working relations within the Academy.
Quality Assurance	• To help to implement Academy quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To review from time-to-time methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.
Management Information	• To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc. • To complete the relevant documentation to assist in the tracking of students. • To track student progress and use information to inform teaching and learning.
Communications	• To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. • To follow agreed policies for communications in the Academy.
Marketing & Liaison	• To take part in marketing and liaison activities such as open evenings, awards events, parents' evenings and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources	• To contribute to the process of the ordering and allocation of equipment and materials. • To assist in identifying resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the students.
Pastoral System	• To be a form tutor to an assigned group of students.

	• To promote the general progress and well-being of individual students and of the form tutor group as a whole. • To liaise with a Pastoral Leader to ensure the implementation of the Academy's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life. • To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of departmental action plans. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff. • To plan, prepare, deliver and assess PSHCE according to Academy policy. • To apply the behaviour management systems so that effective learning can take place.
Teaching	• To teach students, according to their educational needs, including the setting and marking of work to be carried out by the students in the Academy and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students. • To undertake a designated programme of teaching. • To ensure a high quality learning experience for students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the Academy's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of students as requested by external examination bodies, departmental and Academy procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
Other Specific Duties	• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the Academy in meeting its legal requirements for worship. • To promote actively the Academy's corporate policies. • To continue personal development as agreed.

	• To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
	• To uphold the Academy Code of Conduct for staff, dress code and absence procedures.
Additional Duties	• Carry out other reasonable tasks from time to time as directed by the Principal.

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.

Person Specification

CRITERIA	ESSENTIAL = E DESIRABLE =D
Experience	
A positive and successful teaching experience whilst training/working.	E
Experience of full time teaching relevant to the post	E
Qualifications & Training	
A teaching qualification in IT / Computer Science	E
Experience of teaching KS3 Computer Science, KS4 BTEC Digital Information Technology, Business and Computer Science at KS4.	E
Skills, Knowledge & Aptitude	
A sound knowledge and experience of teaching Computer Science / Business / IT at both key stages.	E
A sound knowledge and experience of teaching students with Special Educational Needs	D
A clear understanding about how children learn.	E
A sound base of experience in effective classroom management.	E
An ability to form positive relationships with students.	E
The ability to teach IT / Computer Science	E
Exceptional IT skills and experience of a cross curricular approach.	D
Attributes	
Able to show initiative and insight in order to inspire students	E
Setting of high standards for self and students.	E
Committed to hard work.	E
An ability to respond effectively to challenging behaviour.	E
A wish to introduce new ideas for the benefit of students and the department.	D
Other Requirements	
A willingness to contribute to the extra-curricular activities within the faculty.	E
Be an effective Form Tutor (if required) able to set high standards	D
Experience in a range of extra-curricular activities.	D