

COMPUTER SCIENCE TEACHER (KS3) - JOB DESCRIPTION

(Part time)

Al-Khair Boys' and Girls' Senior Schools are high achieving schools operating within shared premises in East Croydon. We have an excellent academic as well as pastoral record. With small class sizes, we place the utmost importance on our nurturing and supportive environment. Our aim is for our students to realise their individual potential and live as valuable members of society that will bring benefit to all who they come across. If you share our values, want to be part of a friendly team and contribute to our exciting and rewarding vision, please complete the online application form here:

<https://alkhairschool.org.uk/job-application-form/>

Graduates and NQTs are welcomed as training will be provided.

Closing date: Friday 12th February 2021

Applications will be reviewed upon receipt and you will be notified, if you have been shortlisted for an interview.

Interviews via **ZOOM** from the week beginning **Monday 15th Feb to Friday 19th Feb 2021.**

Start date: April 2021

Salary: Starting from **£21K (Pro-rata)** for unqualified teacher and **£28K (Pro-rata)** for a qualified teacher depending on qualification and experience.

Working hours: 08.00 am -16.30 pm Monday to Friday with a lunch break plus preparation, meetings and school events outside these hours, as required. We currently work a 37-week teaching year.

Post title to which post holder reports: The Head Teacher, The Proprietor, The AKF School Management Team and Governing body.

Duties and Responsibilities

The following duties shall be deemed to be included in the professional duties which a teacher will be required to perform: -

Teaching and learning

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for Computer Science to students age 11 – 14.

- To monitor and support the overall progress and development of students.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To contribute to wider school life

Planning

- To assist in the development of appropriate schemes of work towards selected Computer Science syllabuses. To develop teaching resources, schemes of work, marking policies and teaching strategies in the curriculum area.
- To contribute to the curriculum area and department's development plan and its implementation.
- To ensure department documentation and practice in relation to Health and Safety is in place and adhered to.
- To assist in the process of curriculum development in Computer Science to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's ethos.
- To ensure that the equipment is in good working order and suitable for teaching use.

General Duties

- Participate in relevant meetings with colleagues, parents and be involved in links with external agencies as part of curriculum enhancement, including extra-curricular activities and off-site visits.
- Support other members of the curriculum area and students as appropriate.
- Review your own professional development and maintain professional standards.
- Carry out any other such duties as the post holder may reasonably be required to do.

Person Specification:

Knowledge

- Excellent subject knowledge.
- A full awareness of the current issues relating to the developments of teaching Computer Science in schools.
- Knowledge of the Computer Science curriculum or a willingness to learn and explore this in your teaching.

Experience

- Proven teaching experience at secondary level would be an advantage, but not essential.

Qualifications

- Appropriate qualifications for the post. Post may be suitable for an NQT or an unqualified teacher.

Personal Attributes

- Enthusiasm and passion for Computer Science and the ability to convey this to pupils.

- A reflective practitioner; ability to self-appraise and manage continuous professional self-development.

Skills – Essential

- Ability to teach Computer Science.
- The ability to differentiate in an innovative and creative manner.
- Flexibility and an ability to work in a team.
- Good communication skills, including written and verbal interpersonal skills.
- Self-motivation, effective time management and the ability to work unsupervised.
- Must be able to use initiative and work under pressure.
- Ability and willingness to learn new skills and methods.

Assessments and Reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils except in instances where to do so might be regarded as compromising a teacher's own position.

Staff Development/Training/Reviews/Meetings:

- Participating, if required, in any scheme of staff development and performance review.
- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher.
- Advising and co-operating with the Head teacher 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.

Discipline, Health and Safety:

- Maintaining good order and discipline among pupils in accordance with the policies of the employing authority 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.
- 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.

Cover & daily duties:

- Supervising and teaching any pupils whose teacher is not present if needed.
- Supervising pupils based on allocated daily duties.

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.

Other Activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her;
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions, making relevant records and reports;
- Making records of and reports on the personal and social needs of pupils except in instances where to do so might be regarded as compromising a teacher's own position;
- Communicating and consulting with the parents of pupils;
- Communicating and cooperating with such persons or bodies outside the school as may be approved by the employing authority.
- Participating in meetings arranged for any of the purposes described above.

This job description is not intended to be a complete list of duties and responsibilities but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service.

Al-Khair School is committed to safeguarding and promoting the welfare of children and young people and all posts will be subject to satisfactory references and enhanced DBS checks.