



ABBAY CHRISTIAN BROTHERS' GRAMMAR SCHOOL
77A ASHGROVE ROAD
NEWRY
BT34 1QN

JOB DESCRIPTION – TEMPORARY TEACHER OF COMPUTER SCIENCE
TO A LEVEL (1 YEAR POST)

Main Duties and Responsibilities

Main Duties

The person appointed will be required to:

1. Teach Computer Science to a range of classes, including KS3, KS4 and A Level
2. Prepare lessons, mark class work and homework, examine, write reports and undertake formative and summative assessment of pupils.
3. Attend department meetings, contribute to department planning including schemes of work, Controlled assessment Tasks and examination setting.
4. Play a supporting role in promoting Computer Science and teach additional subjects, e.g. ICT and LLW,(KS3) according to skills, experience and qualifications and needs of the school.
5. Contribute to the Edmund Rice Ethos and faith development of pupils.
6. Act as a Form Teacher.
7. Undertake supervision duties as directed.

The range of duties may be varied from time to time according to the changing needs of the post and opportunities will exist for the professional development of the person appointed.

1. Planning

- 1.1 Planning and preparing courses and lessons;
- 1.2 Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupils in school and elsewhere;

- 1.3 Assessing, recording and reporting on the development, progress and attainment of pupils.

2. General

- 2.1 Promoting the general progress and well-being of individual pupils and of any class or group of pupils.
- 2.2 Providing advice and guidance 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;
- 2.3 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;
- 2.4 Communicating and consulting with the parents of pupils;
- 2.5 Communicating and co-operating with such persons or bodies outside the school as may be approved by the Board of Governors;
- 2.6 Participating in meetings arranged for any of the purposes described above.

3. Assessment/Reporting

- 3.1 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.
- 3.2 Leading Controlled Assessment Tasks at GCSE and A Level.
- 3.3 Ensuring a portfolio of tasks is delivered and assessed at KS3 to guide students towards GCSE choices including computing

4. Staff Development/Professional Development

- 4.1 Participating, if required, in any scheme of staff development and performance review;
- 4.2(a) Reviewing from time to time his/her methods of teaching and programmes of work;
- 4.2(b) Participating in arrangements for his/her future training and professional development as a teacher.
- 4.3 Advising and co-operating with the Principal 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.

5. Discipline/Health and Safety

- 5.1 Maintaining good order and discipline among pupils in accordance with the policies of the Board of Governors 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.

- 5.2 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.

6. Public Examinations

- 6.1 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.

Signed _____

Dated _____

PERSONNEL SPECIFICATION

	<u>ESSENTIAL</u>	<u>PREFERRED</u>
QUALIFICATIONS	1) Hold a teaching qualification which meets the requirements for recognition to teach in grant aided schools and be registered with the GTCNI by the agreed date of taking up duty. 2) Hold a degree/teaching qualification which has prepared the applicant to teach Religious Education	• Hold an honours degree (min 2:2) in a related subject. • Hold a degree/teaching qualification which has prepared the applicant to teach an additional subject to GCSE level as at the agreed date for taking up duty.
EXPERIENCE	• Ability/Experience of teaching A Level Computer Science	• Have a minimum of 3 months' experience teaching Computer Science to 'A' level as at the closing date for receipt of completed applications (teaching practice acceptable); • Ability/Experience of teaching a range of A Level Computer Science Options
KNOWLEDGE/SKILLS	• Knowledge of the Northern Ireland Curriculum with respect to Computer Science • ICT literate and knowledge of how ICT can enrich learning; • Teaching skills; • Communication skills; • Organisational skills; • Interpersonal skills; • Pupil and classroom management.	• Knowledge that would enable the candidate to make a contribution to the extra-curricular life of the school.

PERSONAL QUALITIES	• Enthusiasm; • Assertiveness and confidence; • A caring child-centred approach; • Ability to cope under pressure; • Sound judgement; • Ability to use initiative; • Ability to work as a member of a team; • Flexibility	
OTHER REQUIREMENTS		• Enthusiasm with respect to extra-curricular activities.