



LUCTON SCHOOL

Job Description and Person Specification

ICT Teacher

Job Description

Lucton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Post title:</p> <p>Working Hours:</p> <p>Remuneration:</p> <p>Responsible to:</p> <p>Start Date:</p>	<p>ICT Teacher (Including digital and technical lead)</p> <p>Monday to Friday, 8:30 am – 5:30pm</p> <p>Commensurate with experience</p> <p>Headteacher</p> <p>January 2025</p>
<p>Job Role:</p>	<p>Under the direction of the Headmaster:</p> <ul style="list-style-type: none"> ● To lead and provide a point of contact for all matters concerning the teaching of ICT. ● To ensure that courses are maintained and updated in line with changing School and societal needs. ● To raise profile of ICT within the curricular and co-curricular programme. ● To be the technical lead for ICT across the school.
<p>Main Responsibilities and Specific Subject Leader Tasks:</p>	<ul style="list-style-type: none"> ● To be responsible for the day-to-day running of the subject of ICT and Computer Science within the Senior department and KS2. ● In conjunction with the Assistant Head (Academic), raise achievement in the subject and monitor and support student progress. ● To monitor national subject specific initiatives and the development of appropriate syllabuses, resources, schemes of work and teaching and learning strategies in the subject and to inform the Assistant Head (Academic) of any significant changes. ● Monitor measures of assessment used in the school tracking system. ● To inform the Assistant Head (Academic) of any issues (particularly regarding pupils, parents or staff). ● To review the Subject Handbook with regard to courses to be offered the following academic year, in conjunction with the Assistant Head (Academic). ● To act as a role model with regard to professional conduct. ● To ensure that all information pertaining to external examinations is passed to the Examinations Officer as required and subject responsibilities with respect to public examinations are properly discharged. ● To manage and be responsible for the subject budget. ● To carry out any other duties as reasonably requested by the Headmaster. ● To work with others to raise academic ambition and standards and to drive up the standard of pupil learning.

	<ul style="list-style-type: none"> ● To lead curriculum development for the subject. ● To lead the development of appropriate syllabuses, resources, schemes of work and teaching and learning strategies in the subject. ● Review annually, short and long term action plans for the subject. ● To inform the Assistant Head (Academic) and Assistant Head (Pastoral) of any pupil attainment issues. ● Liaise with the Prep Department ICT teachers to share resources, expertise and ensure there is excellent curriculum mapping for transition from KS2 to KS3. ● Be the digital lead for ICT in school – develop staff skills and knowledge by introducing efficient systems, new software and training staff to improve the schools ICT delivery and use. ● Be the technical lead for ICT in school. This will involve liaison with the groups ICT helpdesk and field engineers as well and being a point of contact for staff onsite.
<p>General Teacher Specific Tasks:</p>	<ul style="list-style-type: none"> ● To lead and provide a point of contact for all matters concerning the teaching of ICT. ● A full-time teacher is expected to teach a maximum of 47 periods per week (each period is 35 minutes). ● To ensure familiarity with the contents of the Staff Handbook which is reviewed annually. ● To teach as required by the timetable, effectively planning, preparing and delivering lessons. ● To maintain a good working knowledge of developments within specific subject areas taught. ● To provide a high quality learning experience for every student based on targets which meet with internal and external quality standards. ● To plan differentiated lessons that provide for the needs of our overseas students, Gifted and Talented students and students with Special Educational Needs, implementing and keeping records on Individual Education Plans (IEPs). ● To teach on the cover rota, when required. ● To plan for the effective use of the Learning Support Assistant in lessons where allocated. ● To make use of all relevant data to ensure that the individual needs of students are met. ● To prepare reports and complete assessments and ‘Action Plans’ for students with IEPs as required. ● To ensure that all activities in the classroom comply with good practice in relation to Health and Safety. ● To ensure that the current requirements of examination boards are met. ● To set and mark pupils’ homework regularly in line with the homework timetable where applicable and the school and departmental policy; maintain records of these assessments. ● To set and mark internal examination papers as required and to record this information. ● To manage behaviour of students in lessons in line with the school policy and to encourage good practice among our students with regard to punctuality, behaviour and standards of work. ● To undertake a share in the corporate responsibility for the wellbeing of students and student behaviour management, supporting all school policies relating to this and especially with regard to safeguarding and promoting the welfare of students, along with their protection. ● To attend meetings as requested e.g. parents’ evenings, staff meetings and any other appropriate meetings as may be reasonably required at the discretion of the Headmaster. ● To participate in the schools’ Internal Staff Development Programme. ● To work effectively within a team context and contribute to effective working relationships within the school.

- To plan and deliver up to three activities per week (pro rata for part-time employment).
- To teach other subjects from time to time as necessary, such as PHSE, Form Time, etc.
- Willingness to be a form tutor.

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> • NQT or QTS. • Bachelor's degree in relevant subject. 	<ul style="list-style-type: none"> • Master's degree or doctorate in relevant subject. • Recent participation in a range of relevant in-service training 	<ul style="list-style-type: none"> • Production of the applicant's certificates
Experience:	<ul style="list-style-type: none"> • Teaching up to A Level in a school environment. • Highly effective teaching of ICT across the Key Stages as shown through strong student progress. • Evidence of high pupil achievement. • Experience of dealing with young people aged 10+, preferably within an educational context. 	<ul style="list-style-type: none"> • Teaching up to A Level in multiple schools. • Working as a Form Tutor. • Involvement in extra-curricular activities. 	<ul style="list-style-type: none"> • CV • Interview • Professional references
Skills:	<ul style="list-style-type: none"> • Excellent interpersonal skills. • Excellent written and verbal communicator. • Competent user of ICT both in and beyond the classroom. • Build successful and appropriate relationships with pupils, staff, parents, and the wider community. • Confidence, commitment, and integrity. • Maintain confidentiality. 		<ul style="list-style-type: none"> • CV • Interview • Professional references
Knowledge:			

	<ul style="list-style-type: none"> • Educational development of pupils and how to encourage them to reach their potential. • Knowledge of programmes of study and assessment in ICT. • Effective teaching and learning strategies. • Understanding of the importance and implementation of safeguarding procedures. 	<ul style="list-style-type: none"> • Recent professional development related to their subject area. 	<ul style="list-style-type: none"> • Contents of the application Form • Interview • Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • Professional and efficient. • Honesty and reliability. • Hard working. • Motivational and inspirational. 		<ul style="list-style-type: none"> • Contents of the Application Form • Interview • Professional references

Notes:

Responsibilities may be direct, joint or through developed structures, but always in accordance with whole-school policies. These details may be amended at any time by agreement, but in any case, will be reviewed during the appraisal process.

In terms of skills and professional qualities, the candidate will visibly maintain the highest professional standards, have excellent interpersonal, communication, presentational, and IT skills, and have an ability to work flexibly within the School structure.