

**Magdalen College School**  
**JOB DESCRIPTION**

Post Title	Teacher of computing/ICT Main Pay Spine
Purpose	To support and facilitate learning, enabling students to achieve to their individual potential.
Reporting to	Head of Faculty
Additional responsibilities	
Responsibilities as a classroom teacher (relates to students taught)	<ol style="list-style-type: none"> <li>1. To prepare and deliver lessons which follow departmental schemes of work and meet the needs of individual students</li> <li>2. To assess, monitor and report students progress according to departmental and school policy</li> <li>3. To record and use data on students prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential</li> <li>4. To contribute to all developmental and organisational priorities within the departmental development plan.</li> <li>5. To share and support the whole school responsibilities for providing opportunities for the personal and social development of students</li> <li>6. To follow all departmental policy and procedure</li> <li>7. To ensure team leader is kept informed of issues which could lead to student under-performance.</li> <li>8. To ensure learning support staff are able to effectively fulfil their role in supporting the learning of students.</li> </ol>
Responsibilities as a form tutor (relates to students in the form group)	<ol style="list-style-type: none"> <li>1. To monitor and respond to issues regarding attendance following school guidelines in conjunction with the school attendance officer.</li> <li>2. To use all data/information received to monitor and support the overall progress, development and well-being of students</li> <li>3. To listen and take action on pastoral issues as they arise</li> <li>4. To keep the Head of Year fully informed of issues which could effect student achievement</li> <li>5. To complete yearly report according to school guidelines</li> <li>6. To support the personal and social development of students</li> <li>7. To follow pastoral policy and procedures</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure an appropriate individual response to whole school priorities</li> <li>2. To support the personal and social development of students within the school</li> <li>3. To engage actively in the Performance Management Review Process</li> <li>4. To implement all school policies</li> <li>5. To attend all directed time meetings</li> <li>6. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Prepared to teach across the age and ability range</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their professional knowledge and skills.</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>

Job description agreed (signed)

Staff member.....

Head of Faculty ..... Date .....