



St Wystan's School

Job Description: Form Teacher and Computing/Online Safety Lead	
Responsible to:	Headteacher
Job Overview	To carry out the functions of a teacher at St Wystan's School in accordance with the aims and objectives of the School and the Section in which he/she is teaching. To lead the subject of Computing and Online Safety
Duties and Responsibilities:	<p>Teaching and Learning</p> <p>Form teacher</p> <ul style="list-style-type: none">• To be responsible for the general order of the form and its day-to-day administration;• To create and manage a caring, supportive, purposeful and stimulating environment, conducive to children's learning;• To be a pivotal person for each pupil, overseeing well-being and pastoral care of each pupil and reporting concerns to the deputy head;• To attend parents' evenings and meetings as appropriate and to produce individual pupil reports;• To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning;• To enable pupils to develop positive attitudes to learning;• To promote high standards of behaviour and discipline;• To participate actively in staff meetings, INSET days and to share in supervisory duties;• To promote actively strong and positive relationships with parents and carers, communicating with them about all aspects of their children's education – academic, social and emotional;• To plan, prepare and deliver high quality, differentiated lessons in line with the School's schemes of work. <p>Head of Computing and Online Safety:</p> <ul style="list-style-type: none">• To be actively involved in the development of policies and schemes of work, teaching materials, resources relating to computing and online safety;• To develop the progression of computing and online safety from Reception –Y6;• To contribute to the development and leadership of computing and online curriculum across the school, including leading staff CPD and INSET sessions, and parent workshops;• To be a champion for online safety, keeping up to date with latest updates and advice from the government and Derbyshire, disseminating information to staff and working with the SLT to ensure implementation across the school;• To support the annual audit of online safety and create an action plan for next steps.



	<p>Training and Development</p> <ul style="list-style-type: none"> To take responsibility for own continuous professional development including attending relevant training and CPD; To participate in the annual performance review process. <p>General Requirements</p> <ul style="list-style-type: none"> To promote and safeguard the welfare of pupils across the School; To maintain high professional standards of attendance, punctuality, appearance and conduct; To maintain positive relations with all stakeholders; To contribute to the School's extra-curricular programme; To share regular supervisory duties as required; To support the School's responsibility to safeguarding pupils; To promote the good name and reputation of the School; To adhere to School policies and procedures.
<p>Key Skills & Knowledge</p>	<ul style="list-style-type: none"> To be an outstanding classroom practitioner; To maintain up-to-date knowledge of current educational pedagogy, including IT pedagogy and how to lead IT across a school; To have a solid understanding of the requirements for Year 6 entrance examinations, particularly in relation to IT; To maintain knowledge and understanding of safeguarding procedures; To understand the role of IT in classrooms and the confidence to use it.
<p>Personal Competencies & Qualities:</p>	<ul style="list-style-type: none"> To be an enthusiastic individual, possessing drive, energy and commitment; To have a passion for IT and the ability to inspire pupil and staff; To have the ability to plan, prioritise and manage a varied workload. To be team focused and prepared to volunteer a helping hand as required; To commit to the highest standards of educational and pastoral care for all pupils.
<p>Terms & Conditions</p>	<p>Hours of Work</p> <ul style="list-style-type: none"> Core school hours (full time), plus extra-curricular and occasional events calendared for evenings and Saturdays Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headteacher from time to time. St Wystan's Salary Scale - dependent on experience. <p>Safeguarding Children</p> <ul style="list-style-type: none"> St Wystan's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check.

This job description is not intended to be an exhaustive list of duties.

You may also be required to undertake such other comparable duties as required.



Person Specification: Form Teacher and Computing/Online Safety Lead			
	Essential	Desirable	Tested
Qualifications	<p>Appropriate teaching qualifications including QTS</p> <p>Willingness to undertake further training to continue professional development</p>	<p>Evidence of ongoing professional training</p> <p>Professional development opportunities/qualifications in the area of computing and online safety</p>	<p>DfE number/certificates</p> <p>Application Form</p> <p>Interview</p>
Experience	<p>Experience of teaching in Key Stage 1 or 2</p> <p>Experience of curriculum Leadership</p> <p>Experience of online safety</p>	<p>Experience of teaching in computing to a range of year groups if required</p> <p>Experience of leading computing and online safety</p>	<p>Application form</p> <p>Interview</p> <p>Teaching observation</p>
Skills and Abilities	<p>Excellent classroom practitioner</p> <p>Effective communicator</p> <p>Understanding of planning for differentiation in mixed ability classes</p> <p>Ability to accommodate different learning styles within teaching</p> <p>Knowledge and understanding of planning a stimulating curriculum with cross curricular links</p> <p>Up to date knowledge and understanding of online safety</p>	<p>Knowledge of current innovative practice in primary schools</p> <p>Clear understanding of assessment changes</p> <p>Proven skills and experience of raising standards Key stage 1</p> <p>Experience of coaching and mentoring other school staff</p>	<p>Application form</p> <p>Interview</p> <p>References</p>



	Demonstrate a range of strategies for dealing with a variety of behaviours		
Motivation and Personality	<p>Self-motivated</p> <p>A sense of humour</p> <p>Expressed focus on quality and school improvement</p> <p>Appreciation of the importance of a 'team' philosophy</p> <p>Able to work effectively with a wide range of fellow professionals, external agencies and others</p>		<p>Application form</p> <p>Interview</p>
Educational Values	<p>Commitment to teaching approaches which encourage all children to give their best irrespective of ability, gender, ethnic or social background</p> <p>Recognition of the importance of a stimulating environment</p>		<p>Application form</p> <p>Interview</p>
Other Factors	<p>Eligibility to live and work in the United Kingdom</p> <p>Suitability to work with children</p> <p>Willing to react flexibly to new or unexpected situations</p>		<p>Interview</p> <p>Required documentation for eligibility</p> <p>DBS and Barred List checks</p>