



**BROMLEY**  
INDEPENDENT GRAMMAR

**Job Description**

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

**Post title:**

Computer Science Teacher, plus other subjects

**Hours of work:**

Full/Part-Time

**Remuneration:**

According to qualifications and experience

**Responsible to:**

Principal

**Main Responsibilities:**

- To be familiar and confident with the specifications for each subject you teach.
- To promote high academic levels through a variety of teaching methods.
- To fully support and prepare the students for A levels, GCSEs, Functional Skills, BTEC etc.
- To manage pupil learning through effective teaching in accordance with the schemes of work and policies.
- To ensure continuity, progression and cohesiveness in all teaching.
- To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils.
- To set homework regularly, (in accordance with the BIG homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
- To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- To work effectively as a member of the teams to improve the quality of teaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
- To take lead responsibility for a form group, including communication with the parents, monitoring progress, mentoring, report writing, planning and delivering appropriate and valuable form time activities and assemblies in line with the guidance given by the Pastoral Leader. Supporting the welfare of the students in school.
- Working with the Pastoral Leader and wider pastoral team to encourage good behaviour and a positive attitude from all students.

**This list is not intended to be exhaustive and Bromley Independent Grammar requires from time to time.**

<b>Monitoring, Assessment, Recording, Reporting, and Accountability</b>	<ul style="list-style-type: none"> <li>• To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.</li> <li>• To contribute towards the implementation of Individual Pupil Profiles, particularly the planning and recording of appropriate actions and outcomes related to set targets in liaison with the SENCO.</li> <li>• To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.</li> <li>• To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.</li> <li>• Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.</li> </ul>
<b>Subject Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• To have a thorough and up-to-date knowledge and understanding of the subjects being taught, level descriptors and specifications for examination courses.</li> <li>• To keep up to date with research and developments in pedagogy and the subject area.</li> </ul>
<b>Professional Standards &amp; Development</b>	<ul style="list-style-type: none"> <li>• To be a role model to pupils through personal presentation and professional conduct.</li> <li>• To arrive in class before the start of the lesson, and to begin and end lessons on time.</li> <li>• To cover for absent colleagues as is reasonable, fair and equitable.</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>• To be familiar with the School's handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding etc.</li> <li>• To establish effective working relationships with professional colleagues and associate staff.</li> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.</li> <li>• To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>• To complete the on-line training courses as required by the school</li> <li>• To provide the documentation required to carry out a DBS check.</li> <li>• To be familiar with and implement the relevant requirements of the current SEN Code of Practice. <ul style="list-style-type: none"> <li>○ To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> <li>○ have SEN;</li> <li>○ are gifted and talented;</li> <li>○ are not yet fluent in English.</li> </ul> </li> </ul> </li> <li>• To uphold the school's core values.</li> </ul>

## Person Specification

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

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Have a background in teaching science and maths</li> <li>BS in a computer studies, e-commerce etc</li> <li>PGCE or other teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>MS in Computing or e-commerce</li> </ul>	Production of the Applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of teaching ages 11 to 18</li> <li>Experience of dealing with students within an educational context.</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of teaching at the relevant level(s).</li> </ul>	Contents of the Application Form Interview Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>An ability to communicate effectively both orally and in writing.</li> <li>An ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject.</li> <li>An ability to carry out administrative tasks accurately and efficiently to meet tight deadlines</li> <li>Good IT skills and an ability to use IT to good effect in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>Use of MS Teams</li> </ul>	Contents of the Application Form Interview Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Knowledge of the requirements of the School.</li> <li>An awareness of and commitment to the ethos of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of equal opportunities issues and how they can be tackled through teaching and learning strategies and other SEN provision.</li> <li>Awareness of safeguarding, data protection and assessment</li> </ul>	Contents of the Application Form Interview Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>A genuine enthusiasm for your subject(s) and a desire to communicate this to students.</li> <li>A commitment to overcoming barriers to learning.</li> <li>An ability to inspire confidence.</li> <li>A positive attitude to the use of authority and maintaining student discipline.</li> <li>An ability to strike a good professional rapport with students, staff and parents.</li> <li>Being a positive role model.</li> <li>An interest in contributing to the extracurricular life of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent team player</li> <li>Willing to participate in the overseas annual journeys</li> </ul>	Contents of the Application Form Interview Professional references