

# JOB DESCRIPTION

## 1 POST DETAILS

**Post Title:** Temporary Part-time Teacher of Digital Technology to GCSE with English and Maths Learning Support (4 days a week for one year)

**School:** St Mary's Christian Brothers' Grammar School

## 2 The successful applicant will be expected to:

- 2.1 Contribute to the delivery of the curriculum as outlined in the job title
- 2.2 Work effectively as a member of the Departmental team(s) under the direction of the Head of Department(s).
- 2.3 Participate proactively in the life of the Department
- 2.4 Attend and participate in Departmental meetings as required.
- 2.5 Set and mark appropriate homework in accordance with the School's Homework Policy.
- 2.6 Carry out assessment in line with the School's Assessment Policy.
- 2.7 Maintain good discipline and ensure adequate supervision at all times
- 2.8 Set appropriate targets for individual pupils and provide regular constructive feedback.

## 3 General Teacher Duties

- 3.1 Carry out duties to comply with current Health and Safety legislation.
- 3.2 Act as a Form Teacher and to carry out related duties in accordance with the job description of the role of a Form Teacher.
- 3.3 Attend appropriate meetings with colleagues, parents and pupils.
- 3.4 Carry out a share of cover supervisory duties as directed.
- 3.5 Follow fully all school policies and procedures.
- 3.6 Participate in CPD.
- 3.7 Undertake any reasonable duties as requested by the Senior Leadership Team and Head of Department.
- 3.8 Be active in ensuring the pastoral care of pupils.

## 4 Specific Teaching Duties

- 4.1 To teach **Digital Technology** and related subjects to GCSE
- 4.2 To work as part of a learning support team in supporting students with learning difficulties in mainstream classes.
- 4.3 To assist student learning in English and Maths.

## 5 Essential Criteria

- 5.1 A recognised teaching qualification
- 5.2 A relevant Hons Degree
- 5.3 An ability to teach the subjects required

## 6 Desirable Criteria

- 6.1 An ability and willingness to help with English Learning Support programmes
- 6.2 An ability and willingness to contribute to the extra-curricular life of the school in one of the areas listed: School show productions, Basketball, Cross Country and Athletics, Water-polo, Table tennis, Other specific extra-curricular activity

**All criteria may be enhanced to facilitate shortlisting**