



# CAYMAN PREP AND HIGH SCHOOL

## JOB DESCRIPTION

### Primary School Teacher of Computing & Computing Leader

#### **Purpose:**

- Plan, deliver and develop an effective Computing Curriculum throughout the Primary School
- Manage the strategic direction and development of whole school computing/ICT provisions to meet the needs of all curriculum areas within the Primary School
- Provide Systems Support to staff in the Primary School, when required

**Reporting to:** Head of Assessment, Inclusion and Staff Development

**Liaising With:** Primary Leadership Team (PLT), Whole School Systems Administrator, Year group leaders, Class and Specialist Teachers, Learning Assistant Leader, Learning Assistants, High School ICT and Computing Staff

#### **Main Duties and Responsibilities**

- Assume responsibility for long, medium and short term planning and delivery of the Computing Curriculum, in line with NC14
- Produce and update half-termly Computing curriculum objectives, to provide an overview of the curriculum content in each year group
- Ensure continuity and progression throughout EYFS, Key Stages 1 & 2 and on to Key Stage 3
- Provide differentiated learning opportunities in order to support, meet and challenge the needs of all learners
- Liaise with Heads of Subjects / Year Group Leaders with respect to the inclusion of cross-curricular references in planning
- Assess students' work promptly, using a range of methods and in accordance with school policies
- Maintain accurate records of students' progress and attainment, using assessment data to inform instruction
- Raise the profile of the subject throughout the school by displays, staff CPD and parent workshops
- Liaise with the Head of Assessment, Inclusion and Staff Development to give regular presentations at staff meetings, where aspects of the Computing curriculum and its delivery are the focus

- Build and maintain positive relationships with all members of the school community
- Undertake other reasonable duties as may be required or designated by the Primary Leadership Team

#### **Other responsibilities:**

- Manage a whole school Computing budget, ensuring effective and efficient use of relevant and up to date Computing resources throughout the school
- Maintain an up to date and detailed inventory of Computing resources throughout the school.
- Ensure familiarity with the available hardware, software and subscriptions, in order to proactively inform staff and encourage use
- Liaise with various staff members to ascertain and prioritise hardware, software and Computing needs within whole school budget constraints
- Support the IT Technician with investigating and troubleshooting hardware and software problems identified by staff, advising the Systems Administrator of regular, common or unresolved issues
- Manage mobile devices through a cloud based management system
- Review and develop existing Acceptable Use Policies (AUP) with regards to internet use
- Maintain a log of all incidents relating to Internet Safety in school and provide support in developing an appropriate strategy, in the event that a serious incident should occur
- Ensure that the teaching of Internet Safety is proactive and embedded in the curriculum
- Establish contacts with Computing specialists in other schools, where possible, to be aware of local and International trends and developments within the Computing curriculum
- Maintain excellent knowledge and understanding of the Computing curriculum, resources to support EYFS and NC14 as well as Windows, iOS and Office 365 Education, through self-directed professional development

#### **All Staff Are Expected To**

- Maintain confidentiality at all times, with regard to student information and related school matters
- Support the Christian Principles as well as the aims and ethos of the school, the school's behaviour code, uniform and other regulations
- Attend and participate in staff CPD sessions, school-based meetings, student performances and extra-curricular activities, where appropriate
- Support and participate in school fund-raising, social events and other related out-of-school activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

#### **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community

and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Primary School Principal: \_\_\_\_\_ Date: \_\_\_\_\_

*Updated January 2023*