

Job Description: Primary IT Specialist

Employed by: NCBIS to support the school and technology vision, positive ethos and policies of the school.

Responsible to: Deputy Heads Academic

Qualifications: Degree, PGCE, QTS or equivalent

Experience: Minimum 3 years teaching

Teaching Responsibility: full time with 20% PPA

NCBIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. NCBIS is aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. In accordance with UK Safeguarding Children and Safer Recruitment in Education legislation. Appointed teachers from the United Kingdom are required to provide, at their own cost (of about GBP 60), and before travel arrangements are confirmed, an International Child Protection Certificate (UK) (refer: <http://www.acro.police.uk/ICPC/>). Full police clearance, covering at least the previous 8 years, is necessary for all appointees who are working, or who have worked, in countries outside the United Kingdom. To assist newly appointed staff, there is a country by country checklist for the procedures for obtaining a police clearance: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

The year group leader at NCBIS is part of the primary team, working alongside the primary leadership team to ensure clear leadership and effective management of the primary school.

A. Safeguarding Duties
<ul style="list-style-type: none"> ● To be fully aware of the principles of safeguarding as they apply to vulnerable children in relation to the role; ● To ensure that the designated member of staff for child protection is made aware and kept fully informed of any concerns which the senior teacher may have in relation to safeguarding and/or child protection.
B. Main Purpose
<ul style="list-style-type: none"> ● Support the mission, vision and values of the school and contribute to the whole school development plan; ● Keep abreast of developments in the National Curriculum for England and key international curricula pertaining to IT; ● Liaise with the Director of IT to ensure that resources are in place to enable our curriculum framework to be delivered across the school; ● Meet the expectations set out in the NCBIS quality assurance policy;

- Monitor and strategically plan to raise standards through lesson observations, demonstration lessons, staff training, planning and learning scrutiny, professional reading and interviews with staff and children;
- Teach IT lessons to all year groups in the primary school
- Deliver staff meetings in relation to their subject;
- Contribute to the school improvement plans related to subject;
- Lead and support staff members to achieve relevant targets of the NCBIS School Development Plan.

C. Learning and Teaching

- Lead through inspiration and collaboration as well as setting high standards and expectations;
- Maintain quality assurance standards within year group through embedding the quality assurance policy;
- Develop good practice across Primary so that summative and formative assessment informs and improves teaching;
- Monitor class and corridor displays to ensure the subject is being appropriately represented and celebrated to promote high expectations throughout the year;
- Analyse school performance in relation to their subject, promote good progress and outcomes of pupils through analysing standardised assessment data, learning ladder data and targeting specific cohorts within a year group and the specific subject area;
- Demonstrate good subject and curriculum knowledge.

D. Health, safety and discipline

- Ensure safety guidelines relating to the subject are known and practised

E. Professional development

- Have an active role in further training and development in order to improve one's own teaching;
- Provide and arrange professional development for primary staff in relation to subject;

F. Communication

- Communicate effectively with pupils, parents and carers and colleagues.

G. Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school; including secondary subject specialists to ensure progression and continuity;
- Develop effective professional relationships with colleagues.

H. Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school;
- Have proper and professional regard for the ethos, policies and practices of the school including the school Code of Conduct, and maintain high standards of attendance and punctuality;
- Understand and act within the expectations set out in policies and guidance setting out professional duties and responsibilities including meeting deadlines.

I. Management of staff and resources

- Direct and supervise support staff assigned to them, and where appropriate, other teachers;
- Contribute to the recruitment and professional development of other teachers and support staff;
- Deploy resources delegated to them;
- Contribute to auditing and ordering new resources linked to their subject.