



# Britannica International School

## Budapest

an Orbital Education School

***INSPIRE, EXCEL, EXCEED***

## Computer Science Teacher

### Job Description

#### Key Criteria

- A suitable teaching qualification in secondary school Computer Science teaching;
- Experience, understanding and skills relevant to the specific responsibilities of the post;
- An ability to demonstrate recent effective strategies to achieve high quality teaching and learning;
- The ability to work as part of a faculty team;
- Effective communication skills to a wide range of people (staff, parents, students and teachers);
- Effective personal and professional organisational and classroom management skills;
- Ability and knowledge of IGCSE and A Level Computer Science content, curriculum and skills required to achieve high level outcomes;

#### Key Tasks

- To plan, share, prepare and teach Computer Science KS3 to KS5 courses and lessons in accordance with agreed schemes of work and school/Key stage policies;
- To provide an effective and safe learning environment;
- To prepare daily and long-term Computer Science lesson plans according to curriculum guidelines;
- Maintain productive working habits and discipline in Computer Science lessons;
- Attend relevant staff meetings, training and development sessions;

- Accurately, fairly and openly assess, evaluate and report on students' educational progress and abilities;
- Discuss students' progress as a teacher and a form tutor with parents and guardians, administrators and other professionals as necessary.

#### Skills and knowledge

- Expertise, knowledge and experience of teaching Computer Science to secondary students, preferably in an international context with students who may not be English native speakers;
- The ability to design courses and lessons appropriate to individual student's needs
- Sensitivity and understanding of individual student's needs, attitudes and behaviours in a classroom context;
- Patience and the ability to remain calm in stressful situations;
- The ability to work well with others;
- The ability to create the best conditions for learning or teaching new things to secondary students
- To be flexible and open to change
- To be well organised, able to use a calendar, timetable, computer and the school's main software packages competently

#### Day-to-day tasks

In this role you could:

- Plan and teach lessons to students aged 11-18, in a variety of learning spaces;
- Prepare teaching materials and write reports for specific students;
- Help students develop confidence, independence and specific skills in Computer Science
- Talk to colleagues, leadership, parents and carers about Computer Science students' progress, providing targets for improvement
- Work with other Computer Science and faculty teachers to fully support all students
- Attend relevant workshops and training, specific to Computer Science development across the school, sharing outcomes with colleagues
- Work as a co-tutor, alongside a colleague, to ensure the safeguarding and wellbeing of a tutor group between year's 7 and 13.

#### Administration

- To implement the school assessment, recording and reporting procedures;
- To keep an accurate register of students in accordance with the school's policy;
- To fulfil supervisory duties, as appropriate;
- To participate, contribute and if appropriate take the lead role in meetings with colleagues

and parents.

#### Health and Safety

- To comply with procedures on all matters concerning health, safety, safeguarding and welfare in accordance with the school's' policies and procedures;
- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.

#### OTHER ACTIVITIES

- Fostering the general progress and well -being of the individual pupils in any class or group of pupils assigned within the role

#### REVIEW AND PROFESSIONAL DEVELOPMENT

- Reviewing annually methods of teaching and programmes of work
- Actively engaging in the school's Professional Mastery programme, in line with the school's staff ethos of 'we are all learners.'

#### DISCIPLINE AND WELL BEING

- Maintaining good order and promoting self-discipline among pupils and taking care of their safety and wellbeing,

Please note that this job description is not an exhaustive list and there may be other tasks not on the job description required at the discretion of the Principal.