



Teacher of Information & Design Technology

Statement of Duties and Responsibilities

Reporting: The Deputy Head (Academic) and the Academic Leadership Team

Overarching responsibilities include:

- Leading the School's Online Learning provision and use of ICT
- Teaching of ICT and DT to the Prep School
- Acting as e-Safety Officer and Online Learning Officer
- The duties and responsibilities of a Teacher in the Prep School at CHS

The principal duties of the DT/IT Teacher are:

- With the support of the IT Manager and the DT Technician, manage the IT resources and those of the DT workroom.
- Organise and plan DT and ICT projects, including digital, written and drawn plans, and construction methods.
- Establish a safe and stimulating environment, while demonstrating consistently a positive and calm approach to teaching and learning.
- Set goals that stretch and challenge pupils, whatever their ability or disposition.
- Maintain classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them, promoting a love of learning.
- Guide pupils to reflect on their ideas, methods of work and progress.
- Employ clear rules and routines for conduct in the classroom, and take responsibility for promoting good and courteous behaviour both in lessons and around the School.
- Make use of formative and summative assessment to secure pupils' progress.
- Find regular opportunities with the DT Technician to discuss the progress and needs of individual children, and produce written notes of any important matters raised.
- Prepare pupils for scholarship attempts.
- Act as e-Safety Officer for the School, ensuring the School's policy concerning the use of ICT is adhered to, and updated as required.
- Act as Online Learning Officer for the School, monitoring the School's use of appropriate technology and safeguarding measures, in conjunction with School's DSL.
- Keep abreast of the developments and requirements of the subjects in terms of the school, Pre-Tests, Scholarship and the National Curriculum.
- Maintain schemes of work for teaching of DT and ICT. The schemes of work should be accessible and practical, and should refer to the syllabus, use of digital resources, SEN adjustments, cross-curricular opportunities and presentation.
- Maintain a Department Handbook and Development Plan, including a brief summary of each term's syllabus for publication on the school website

- Attend Heads of Department meetings, contributing to the agenda and promoting the interests of the department at these meetings.
- Be responsible for monitoring the department's expenditure and annual budget.
- Promote the study of these subjects at Cumnor by means such as visits, events or activities as may be deemed worthwhile.
- With the support of the DT Technician, ensure that the department conforms to the COSHH and CLEAPSS directives, and that all risk assessments are up to date.
- Contribute to the Community Outreach programme for local primary schools in conjunction with the Head of Science and Deputy Head (Academic).
- Attend Parents' Evenings and other School events, including INSET, as required.
- Contribute to the wider activities within the Prep School, including participation in the provision of sports and games.

Terms & conditions

Prep School Teachers are expected to work from 8am to 6pm during term time, which includes 3 days before and after the start and end of each term, and to be available for evenings (e.g. Parent Evenings) and some weekends (3 Saturday Activity mornings per term). There are also other whole-school events, such as Sports Day, which may occur at the weekend or at other times out of the normal School day.

April 2021