



## Computing Teacher Job Description.

**Computing Head of Department position is also available.**

Please contact [applications@sansilvestre.edu.pe](mailto:applications@sansilvestre.edu.pe) to request the post description.

**Post title:** Computing Teacher

**Contractual conditions:** Duration of contract - 1 year (renewable), beginning February 2022.

**Responsible to:** Senior Leadership Team  
Head of Computing Department

**Line Manager:** Head of Computing Department

**Internal relationships:** Computing Department and Form Teachers

### Description

San Silvestre is currently seeking a teacher of Computing who can build positive teacher-student relationships and establish a learning culture that engages and supports the progress of all students. Ideally, the candidate must be bilingual in English and Spanish and be willing to teach lessons in English.

This is a full-time teaching post beginning February 2022.

Candidates can also apply for the Head of Computing Department and/or Whole School Ed-tech Leader roles as these are also available and can be combined with this position. Please contact [applications@sansilvestre.edu.pe](mailto:applications@sansilvestre.edu.pe) to request the post description.

### Roles and Responsibilities

#### Relationships

- Develop positive and appropriate relationships with the students.
- Establish and maintain high standards of classroom management required to achieve effective participation and learning.
- Work as an integral, collaborative, and proactive member of a teaching team – planning and sharing, honestly and respectfully with all members of the team.
- Communicate with parents in accordance with the school's policy and ethos.
- Prepare for, and conduct formal parent-teacher conferences in accordance with the school calendar.
- Develop professional dialogue and constructive criticism from the line manager.
- Inform the Head of Department and/or the Senior Leadership Team about your work, progress, issues within the class; parent communication, concerns regarding children's development.
- Read and contribute to the staff and student notice boards and bulletins.

### **Curriculum (including Teaching and Learning)**

- Maintain a thorough understanding of the curriculum policies and procedures of the School (including assessment, teaching & learning, and reporting policies)
- Meet regularly with the appropriate Head of Department, and other grade-level subject teachers to collaboratively plan and review the curriculum.
- Plan, document and facilitate the learning of all students through the design of activities of appropriate challenge.
- Recognise and be aware of the needs of each individual learner in terms of level, language competence, and aptitude. Implement adaptive teaching/differentiation, personalisation, and individualization where necessary. Identify students who may need additional support.
- Plan effectively with the Learning Support Team to ensure maximum impact on student learning (where appropriate).
- Provide appropriate and varied whole class, group, and individual instruction which will engage, motivate and scaffold learning.
- Work with colleagues to develop and periodically review curriculum documentation, scope, and sequence documents in line with the school's standards and benchmarks.
- Contribute to the creation, modification, and organisation of learning materials.
- Create an effective, organised, and stimulating environment that is conducive to and celebrates learning.
- Plan and set a variety of homework that supports, extends, reinforces, and excites learning following the school's policy and the homework schedule.
- Plan, with the Head of Department, relevant excursions and incursions to enhance and extend learning.
- Plan homework that is significant, interesting, and carefully adapted to the needs of pupils, respecting the homework timetable at all times.
- Mark, assess, evaluate and respond to students' work extensively and formatively.
- Assess, record, and report on the development, progress and attainment of pupils.
- Provide effective and timely feedback
- Provide frequent self-assessment and peer-assessment opportunities.
- Demonstrate high expectations and optimism about student progress and success.
- Utilise effective questioning techniques to assess and extend students' skills, knowledge and understanding.
- Facilitate online learning/hybrid learning where necessary, making full use of the school's technology to ensure an equitable experience for all students.

### **Professional development**

- Participate in CPD (Continued Professional Development)
- Monitor, reflect and evaluate the effectiveness of the curriculum and your teaching.

### **Student Care**

- Manage pupil behaviour and maintain a safe learning environment.
- Monitor students' social and emotional wellbeing in the classroom and report any concerns to the Form teacher and/or the designated safeguarding leads in a timely manner.
- To promote and safeguard the welfare of pupils in line with the school's child protection and health and safety policies.

- Ensure that the School's health and safety, earthquake evacuation, and all other policies pertaining to the students' welfare are followed.
- Ensure that the School's Child Protection policies are followed and established procedures used in a timely and confidential manner.

### **Administration**

- Attend staff meetings, training and development sessions as directed by Heads of Department or a member of the SLT.
- Ensure that all administrative tasks are completed in a timely, effective, and efficient manner.
- Refer any serious concerns or complaints to your line manager and or the appropriate member of the SLT.

### **Technology**

- Maintain a strong understanding of educational technology; use it to enhance teaching and learning.
- Be a proficient user of Google Workspace (Gmail, Classroom, Sheets, Slides etc).

### **Other Responsibilities**

- To fully participate in the school's target setting and appraisal system.
- Provide school reports in accordance with the school calendar.
- Supervise students before school, at break times or after-school - following the duty roster.
- Provide one appropriate and engaging after school activity each week.
- Contribute towards school events and celebrations.
- Understand, embody, and be committed to the philosophy and ethos of The School.
- Represent the school positively in the School and wider community.
- Be willing to provide additional time outside of the standard working day for preparation, assessment, and attending school events.
- Be prepared to take the role of Form Tutor if requested by the SLT.
- Be an excellent role model through being punctual, well prepared, and organized.
- Carry out any other duties that may reasonably be required by the SLT.

### **Specific Responsibilities**

- To teach Computer Science to primary and lower Secondary, IGCSE (Cambridge) and post 16 International Baccalaureate Diploma or Internal programme students.
- To teach ICT and Computer Science to IGCSE (Cambridge) students.
- Curriculum development of Computing (ICT and Computer Science) which includes coding and programming in-line with syllabus requirements for IGCSE and IB Diploma courses.
- Curriculum development & teaching of Robotics using Arduino.
- To promote digital citizenship throughout the subject and as part of the Computing curriculum.
- To promote STEM education and careers.

## Knowledge and Competencies Required

### Essential

- A good Bachelors (or equivalent) degree in Computing or a subject related to Computing.
- Evidence of being, or having the potential to be, an excellent teacher.
- Experience teaching Information and Communications Technology, Programming and/or Computer Science at IGCSE and/or ITGS in the IB Diploma Programme level.
- The ability to plan and deliver instruction of IGCSE/IBDP ICT and/or Computer Science in English.
- The ability to read, write and speak in English and Spanish.
- Clear and effective communication skills.
- Strong information technology skills, including familiarity with Google Workspace for Education; specifically Google Classroom.
- Experience with teaching robotics.
- Ability to effectively manage one's own time, working unsupervised and using initiative.

### Desirable

- Experience with programming and teaching with Arduino platform (hardware and software).
- Experience working with EAL pupils (English as an additional language)
- Relevant experience in computer programming.
- Google Educator Level 1 or Level 2 Certification.
- Experience in using Atlas Curriculum Management.
- Fluent written and spoken English.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the headmistress in the light of those changing requirements and in consultation with the post holder. In any event the Headmistress/Head of Section reserves the right to review and amend the job description.

*San Silvestre School is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment.*

***Three professional references will be sought, at least ONE of which must be from your present employer.***

**Please send your CV and letter of application in English to [applications@sansilvestre.edu.pe](mailto:applications@sansilvestre.edu.pe) indicating **Computing Teacher** in the subject line.**

*The deadline for application is **Sunday 28th November***

*We reserve the right to appoint before the deadline.*

***Dated: Wednesday 17th November***