

MAYVILLE HIGH SCHOOL

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Headteacher
Mrs R Parkyn
MA (Oxon) MA PGCE MCIL

Fixed-Term Teacher – Senior School Responsibility for teaching I.T. in KS2/3 & Business in KS4

Start date: 24th April 2023

We are seeking to appoint a teacher of I.T. and Business, for a 1 Year Fixed Term Contract, who can demonstrate that they have the skills, experience, qualifications and abilities to make a significant contribution to raising achievement at Mayville High School. This position would suit an experienced teacher as well as an NQT. The position is full-time, but part-time would be negotiable.

Listed below are principal, but not exhaustive responsibilities of this post. This job description should be read in conjunction with the School's Handbook.

- To ensure that National Curriculum requirements are met for pupils at KS2/KS3 IT and KS4 Business.
- To participate in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments and in participating in arrangements for supervision during such examinations.
- To follow a departmental scheme of work in the teaching of IT and Business to the above groups, consistent with the aptitudes and abilities of individual pupils.
- To initiate production/review of schemes of work as necessary.
- To be mindful of the individual needs of pupils with SEND and differentiate accordingly.
- To plan lessons and teach according to the needs of the individual pupils, taking into account the requirements for differentiation.
- To set and mark work to be carried out by the pupils in school and elsewhere according to the school's policy.
- To assess, record and report on the development, progress and attainment of pupils according to the school's policy, using assessment to promote individual learning.
- To report concerns over pupil progress to the Head of Department or Director of Studies.
- To report pupil progress to parents via meetings and reports.
- To participate in staff meetings so as to make an effective contribution to the development and application of school policies and procedures relating to the administration or organisation of the school, including curriculum matters and pastoral care of pupils.
- Required to be a Form Tutor/Support Tutor.
- To maintain class and school discipline amongst pupils and safeguard their health and safety when they are the responsibility of the school in accordance with agreed policies, procedures and standards, including school visits - completing risk assessments as appropriate.

- To maintain an up-to-date knowledge of available techniques, resources and developments in the subject area, review as necessary personal teaching methods and programmes to ensure that your own teaching is as effective and stimulating as possible.
- To complete Gifted and Talented reviews as appropriate.
- To assist the smooth-running of the school by covering for other teaching staff who may from time to time be absent from school, supervising and, so far as practicable, teaching the absent teacher's groups.
- To support the activities of the House to which they are assigned.
- To participate in the school's Performance Management programme.
- To participate in arrangements for further training and professional development as a teacher.
- To undertake break and lunch duties as reasonably required.
- To provide support groups at lunch-times or after school.
- To become familiar with and to carry out all general school policies as specified in the Staff Handbook and Health and Safety Regulations.
- Attend after school meetings and school events as required.
- To undertake additional duties under the reasonable direction of the Headteacher.

Full-time but would negotiate part-time

Salary dependent on experience