

# ST MARY'S SCHOOL ASCOT

## Job Description:

### Teacher of Computer Science – Full or Part Time

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St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** Teacher of Computer Science
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.** St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 395 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend. For further details see the website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)
4. **The Department.** Computer Science is a compulsory subject up to Year 9. At GCSE Computer Science is a popular optional subject. A Level Computer Science will be introduced to the Sixth Form curriculum from September 2020. The Computer Science department consists of four professional and dedicated members of staff. We are looking for a colleague who will embrace our drive to ensure that Computer Science is at the core of our curriculum and has pupils' progress at the forefront of their teaching.
5. **The Appointment.** St Mary's School wishes to appoint a well-qualified graduate of Computer Science for September 2020. The successful candidate will be required to teach throughout the school but particularly at A level.

#### **The responsibilities will include:**

- teaching Computer Science up to A level
- facilitating pupil engagement with optional computer courses
- carrying out assessments and reporting for the classes taught in line with school policy
- contributing to the running of the department and its future development
- taking on extra responsibilities within the department as required by the Head of Computer Science
- marking pupils work and providing appropriate feedback
- ensuring all deadlines are met
- writing reports for all pupils as required by the Academic Deputy Head
- attending relevant courses in the interests of staff development
- being prepared to cover for staff absence and carry out lunch-time duties
- invigilating public examinations as and when required

### **Additional tasks:**

The successful candidate will be expected to:

- promote Computer Science within the school
- accompanying pupils taking part in enrichment activities in and out of school
- alongside all members of the department, provide extra help for pupils outside the classroom
- contribute to the co-curricular provision including Computer Science related clubs and societies

### **6. Other Duties**

- all members of staff are involved in co-curricular activities depending on interests and experience
- all full-time staff are on duty on two weekends and two evenings a term (pro rata for part time staff)
- all members of staff attend relevant parent/staff meetings that take place on Friday afternoons
- all full-time members of staff attend six full days of INSET per year at the beginning of term
- most members of staff can expect to take charge of or assist with a tutor group
- all members of staff attend the annual Open Day and any other out of school social function as required by the Headmistress.

7. **Person Specification.** The successful candidate will be a well-qualified teacher of Computer Science to A level. S/he must be able to work well within a team. He/she will be someone with a real enthusiasm for this important subject who is able to motivate and challenge our articulate and questioning girls. Our public examination results at GCSE are very good, so we are looking for a keen computer scientist to build upon this success at A Level. We are looking for a person with vision, drive and sound judgement.

8. **A Catholic School.** Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be RC but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

### **9. Conditions.**

Salary: Salary is paid according to the St Mary's scale.

Accommodation: The post is not residential, and no accommodation is available.

10. **Applications.** A short letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by noon on the closing date of 16 April 2020 to: **Mrs Danuta Staunton, Headmistress, St Mary's School, Ascot SL5 9JF.**