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| **Purpose:** | **Raise standards of student attainment and achievement within ICT, Computing and Enterprise and monitor and support student progress. Reporting to: Head of College** |
| **Teaching Responsibilities** | * To teach ICT, Computing and Enterprise to groups of students from all abilities across years 12-14 (Possibly KS4)
* To ensure that all lessons are planned with clear aims and objectives
* To take into account the differing ability lessons of students and differentiate work accordingly
* To prepare resources, session plans & schemes of work
* To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets
* To ensure that all students are known by name and that the classroom atmosphere is positive at all times
* To encourage and foster curiosity and interest in ICT, Computing and Enterprise
* To check that all subject matter is effectively communicated and understood by all groups of students
* To keep careful records of student progress
* To ensure that there is a high standard of display work in the classroom, which is changed frequently
* To attend scheduled meetings in the college
* To relate ICT, Computing and Enterprise to the real world, ensuring it is functional where appropriate in line with the ‘learn to live’ ethos and ‘unlocking potential for adulthood’
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| **Duties**  | * To assist internal verification and quality assurance for ICT, Computing and Enterprise qualifications
* Prepare resources, session plans and schemes of work
* To assess learners’ work ensuring it meets the exam boards success criteria
* Record, assess and file learners’ documentation as required
* To accurately complete all relevant paperwork in line with Pearson Qualifications, Gateway and other awarding bodies
* To establish and maintain effective relationships with internal and external stakeholders
* Ensure learners achieve a qualification in line with personalised learning targets
* To comply with Health and Safety at Work Act 1974 and uphold equal opportunities and other policies and procedures of Castledon Sixth Form College
* To undertake necessary in-house training and any training needs identified in appraisal
* To attend College promotional events and parents’ evenings
* Willingness to accompany staff and pupils on UK and overseas residential trips

To undertake any other routine task, as required by senior staff |