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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’ |
| **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 |