**Appendix 1 -- Job Description**

**Job Practical ICT/Computing Tutor**

**Purpose** To facilitate and encourage practical learning in ICT and Computing to individual students.

**Reporting to** Head Teacher

**Main duties:**

Deliver exciting and innovative practical sessions to individual students in the trust’s “media room” to individual students across all ages and abilities.

To use a variety of methods and approaches which differentiate and stimulate learning in ICT/Computing:

* Building computers for other young people
* Facilitating a practical “work experience” to support a practical understanding of computing
* Developing “multimedia” approaches to enhance learning i.e. vlogs, video’s, blog’s, internet pages etc…
* Running “internet safety” groups or other ICT/Computing related sessions for individual students i.e. “Keeping safe on social media”

To work effectively as a member education department to improve the quality of teaching and learning

To keep abreast of relevant appropriate accreditations for individual students as required

Ability to contribute to the development of teaching and learning of ICT/Computing

Ability to work in an enthusiastic manner bringing new ideas and suggestions

Undertaking regular personal and professional training to maintain skills in ICT/Computing and communications.

Undertaking training in personal and professional skills and in the Trust’s ethos and systems

Assisting to create a caring, stimulating and safe environment for client groups, staff and visitors

Safeguarding and promoting the reputation of the Trust

Taking all reasonable steps to safeguard your health and safety and that of the Trust’s client groups, staff and visitors

This job description is not exhaustive and additional duties may be required. The job description is not part of the employment contract and may be varied by the Trust to meet its requirements.

**I agree the above job description (signed).........................................................Dated.................**