

## BARNET AND SOUTHGATE COLLEGE

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Computing and Digital Lecturer - Main Grade Lecturer (1 FTE pro rata)
<b>POST REFERENCE:</b>	<b>TBC</b>
<b>SALARY:</b>	Main Grade Lecturer 7-12
<b>HOURS:</b>	35 hours per week, 52 weeks per year
<b>LOCATION:</b>	<b>Southgate Campus</b> , but the post-holder may be required to travel to any one of our main campuses.
<b>RESPONSIBLE TO:</b>	Head of Department
<b>PURPOSE OF POST:</b>	

The successful candidate will play an active role in the continued improvement of the Computing department's achievement measures and the overall student experience. The job holder will expect to:

- Deliver high quality lessons, coaching support, assessment planning, monitoring, and formal reviewing of the learner progress towards meeting successful program outcomes.
- Work collaboratively and proactively with the curriculum area and Internal/External Verification Coordinator to deliver the digital curriculum which includes Level 3 ICT, T-Levels and Apprenticeship.
- Fully engage with the college Mission and Values, ensuring that these are at the heart of working practices.

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#### Main duties

1. To be responsible for teaching and learning of students, both individually and as members of designated groups within the curriculum area.
2. To teach on courses including: BTEC Information Technology and Computing courses and programmes in related to IT Industries

3. To be actively involved in the development and incorporation of ILT into the teaching/learning strategies of the Centre
4. To act as Personal Tutor and/or Course Manager to full-time/part-time students which will involve monitoring attendance, liaising with parents/guardians and other agencies;
5. Be involved in Induction and assist in the marketing of the courses as appropriate;
6. To assist in the development of the new areas of work under the guidance of the Curriculum Manager and Head of Centre;
7. To maintain student records regarding attendance, achievement, and progression
8. To attend Advice and Guidance events, Parent's evenings and Open Days and carry out student interviewing as required;
9. To teach students across a range of abilities and ages in a way that suits individual students and is motivating, supportive and inspiring.
10. To contribute enthusiastically to the development of the curriculum both individually and as part of a team in line with college and government requirements.
11. To prepare schemes of work, lesson plans, assignments and assessments as required and to assess students' work in line with the Centre and awarding body requirements.
12. To provide appropriate, safe performance opportunities for the learners.
13. To keep records, monitor and track students' progress and to keep management information and statistical data to fulfil the requirements of the College's QA and information systems and for audit purposes
14. To contribute to the preparation for internal & external verification and inspections
15. To undertake administrative duties as required by the Centre.
16. To undertake risk assessments as required
17. To support the College in the development of appropriate and safe work placement opportunities for the learners.
18. Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.

19. Participate in training and team development activities, to develop skills and knowledge.
20. All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
21. Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
22. Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post
23. Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
24. Be familiar with and promote the Equality and Diversity Policy.
25. Be familiar with Child Protection requirements as outlined in the Child Protection Policy and comply with its requirements to safeguard and protect the welfare of children and vulnerable adults.
26. Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. You may, from time to time, be required to work evenings, Saturdays or on a Sunday.

## PERSON SPECIFICATION

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview
Qualifications	Relevant teaching qualifications.	A PGCE or equivalent qualification.	A/I
	Relevant Degree in IT or Computing Subjects	Degree or professional qualification in Cybersecurity, programming, networking, or Big Data	
Experience	Successful teaching experience	Relevant industrial/commercial experience	A/I
Knowledge and Skills	Ability to work under own initiative but also collaborating and in consultation with line manager		A/I
	Proven classroom management skills		A/I
	Able to work under pressure		A/I
	Effective written communication skills		
	Effective oral communication and presentation skills		A/I
Personal Attributes	Evidence of commitment to own continuous professional development (please give information about your CPD during the past 2 years) <b>(G)</b>		A/I
	Able to uphold and behave in accordance with College values. (The newly agreed College values are – Learner at the Centre, Continuous learning and improving, equality and inclusiveness, team working, professionalism and challenging the norm) <b>(G)</b>		A/I
	A professional and flexible approach to work		I

CRITERIA	Essential	Desirable	<b>Method of Assessment</b> A – Application Form I – Interview
	Commitment to promoting equality and diversity in what we do, <b>(G)</b>		A/I
	Commitment to promoting safeguarding, health and safety and the learner voice		A/I