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| **Post: Teacher of Computer Studies and IT** |

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| **Responsible to:** **Programme Leader** |

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| **Teaching Responsibilities:** |

The following duties shall be deemed to be included in the professional duties which a teacher employed by a Sixth Form College may be required to perform.

1. Teaching

 (a) planning and preparing courses and lessons;

(b) teaching, according to their educational needs, the students assigned to you including the setting and marking of work to be carried out by the student in college and elsewhere;

(c) assessing, recording and reporting on the development, progress and attainment of students

 in each case having regard to the curriculum for the college.

2. Other Activities

1. promoting the general progress and well-being of individual students and of any class or group of students assigned to you;
2. providing guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
3. making records of and reports on the personal and social needs of students;
4. communicating and consulting with the parents of students;
5. communicating and co-operating with persons or bodies outside the college;
6. participating in meetings arranged for any of the purposes described above.

3. Assessments and Reports

 Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

4. Educational Methods

Advising and co-operating with the Principal and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

5. Discipline, Health and Safety

Maintaining good order and discipline among the students and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised college activities elsewhere.

6. Safeguarding and Well-being

1. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the college.
2. Make use of the college arrangements concerning the safeguarding of children and young people.

7. Staff Meetings

Participating in meetings at the college which relate to the curriculum for the college, or the administration or organisation of the college, including pastoral arrangements.

8. Public Examinations

Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students’ presentation for and supervision during such examinations.

9. Administration

 (a) participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials;

1. registering the attendance of students and supervising students

All College employees are expected to work flexibly to ensure that the responsibilities of their post are fulfilled efficiently and effectively according to the needs of the College.

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| **The post holder is also required to:** |

* Participate in the College’s arrangements for the Individual Review of Staff and Continuous Professional Development
* Be aware of and comply with the College’s Policy for Health & Safety at Work and Equal Opportunities
* Be aware of and comply with the College’s Policy for Quality Assurance, including arrangements for Self Assessment
* To be aware of Safeguarding and Well-being

 This job description is not necessarily a comprehensive definition of the post. The job description may be subject to modification/amendment at any time after consultation with the post holder.

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| **Review:**  |

To be reviewed annually in line with the College’s arrangements for Individual Review

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **Assessed by** |
| * Have a degree (or equivalent) in ICT, Computer Studies, Programming or a related subject
 | ✓ |  | A |
| * Possess a teaching qualification or be prepared to undertake a Further Education teaching qualification
 | ✓ |  | A  |
| **Experience** |  |  |  |
| * Have recent experience of teaching Computer Studies at level 3 including the theoretical and practical aspects of the course.
 |  | ✓ | A |
| * Have recent experience of teaching BTEC IT (or equivalent) at level 3.
 |  | ✓ | A |
| * Successful experience as a classroom teacher and record in raising student achievement
 |  | ✓ | A,I |
| * Evidence of further recent subject-based professional development
 |  | ✓ | A,I |
| **Skills and Abilities** |  |  |  |
| * Demonstrate excellent interpersonal communication skills
 | ✓ |  | I,O |
| * Be able to adopt a variety of strategies to suit students’ different learning styles
 | ✓ |  | A,I,O |
| * Be flexible in approach and able to adapt to the differing needs of a wide range of teams across college
 | ✓ |  | A,I |
| * Have the ability and interest to contribute to students’ enrichment activities
 | ✓ |  | A,I |
| * Possess excellent team skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team.
 | ✓ |  | A,I |
| * Be well organised, reliable and punctual
 | ✓ |  | A,I |
| * Possess good IT and administrative skills. Be able to keep accurate records of students’ progress and keep an up-to date Record of Work.
 | ✓ |  | A,I  |
| **Knowledge and Understanding** |  |  |  |
| * Enthusiasm for the subject and ability to impart this to students
 | ✓ |  | A,I,O |
| * Have a knowledge of A level specifications and curriculum initiatives
 |  | ✓ | A,I,O |
| * Have an awareness of health and safety regulations and how they apply to the post
 | ✓ |  | A,I |
| * Be able to demonstrate knowledge of and commitment to equal opportunities and how to incorporate it into teaching and learning.
 | ✓ |  | I |
| * A clear commitment to safeguarding
 | ✓ |  | I |