



### ***TEACHER OF ICT***

<b>Job Purpose:</b>	To ensure that the young people in your classes have a rewarding and challenging experience whilst developing to their full potential. To be responsible for maximising the results for each of your classes.
<b>Line Manager:</b>	Curriculum Performance Director
<b>Hours:</b>	Full time
<b>Appointment:</b>	Initial Fixed Term Contract to August 2018 with the possibility of a permanent contract thereafter

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#### **Main Duties and Responsibilities:**

- Plan, prepare and deliver activities that facilitate active learning
- Seek to establish conditions in which students will achieve their maximum potential
- Produce schemes of work and class files
- Establish and communicate clear objectives for all learning activities
- Provide a variety of learning materials and resources
- Identify and select different resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support the process of learning
- Observe and evaluate student's performance and development (including module results)
- Assign and grade class work, homework, tests and assignments
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' progress and development using Pro-monitor
- Prepare required reports and references for students
- Manage student behaviour in the classroom (including punctuality)

*Cadbury Sixth Form College is committed to safeguarding the welfare of children and young people and expect all staff and volunteers to share the commitment. This role will be subject to an enhanced DBS disclosure*

- Ensure class register is complete and that any attendance issues are promptly reported
- Follow procedures as appropriate to communicate concerns about individual students
- Identify particular additional needs and communicate these promptly
- Participate in meetings as required
- Keep up to date with developments in subject area, teaching resources and methods and make relevant changes to plans and activities
- To reflect upon and evaluate one's own performance, take part in the performance review processes and undertake training as appropriate
- To be familiar with college policies and procedures, including child protection
- To ensure the learning environment is attractive and fit for purpose
- To plan and participate in the recruitment processes for prospective students
- To ensure accurate information is communicated to MIS for examination entries
- To make suitable provision for students identified as requiring ALS
- Maintain adequate security precautions for all department property
- Observance of all relevant COSHH and health and safety regulations
- To contribute to the overall work of the subject within the college, including open evenings, field trips, enhancement programmes and extra-curricular activities as appropriate

Teachers are expected to have regard to and abide by any relevant college policies.

### **Quality of Provision:**

The work of teachers will be monitored and evaluated by a Curriculum Performance Director/Quality Director. Training needs will be identified as part of this process. Individual targets will be agreed and reviewed with a commitment to continual improvement.