**Job description**

**Post:** Computing & IT Teacher

**Responsible to:** Head of Business & IT

**Co-ordinates with:** College staff both within the department and across the college

**Principal duties of the post**

**Teaching, learning and assessment**

1. a) planning and preparing teaching and learning programmes for groups and

individuals;

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) developing and using a range of teaching and learning techniques;

d) managing the learning process and establishing an effective learning environment;

e) managing the integration of new technologies and key skills in taught sessions;

f) providing or contributing to oral and written assessments, reports and

references relating to individual students and groups of students;

g) participating in arrangements for preparing students for public examinations and in

assessing students for the purposes of such examinations; recording and reporting such

assessment; and participating in arrangements for students’ presentation for and

supervision during such examinations;

h) carrying out diagnostic and other formative assessments in order to determine student

needs and appropriate teaching styles.

**Pastoral care**

2. a) promoting the general progress and well-being of individual students and of any class or

group of students assigned to you;

b) 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;

c) making records of and reports on the personal and social needs of students;

d) communicating and consulting with the parents of student;

e) communicating and co-operating with persons or organisations outside the college;

f) participating in meetings arranged for any of the purposes described above;

**Continuing professional review and development**

3. a) participating in arrangements made for the review of your performance;

b) reviewing from time to time your methods of teaching and programmes of work;

c) participating in arrangements for your further training and professional development.

**Curriculum development and quality improvement**

4. a) advising and co-operating with the college management and other teachers on the preparation and development of the course of study, teaching materials, teaching

programmes, methods of teaching and assessment and pastoral arrangements;

b) assisting in securing quality improvement within the department;

c) to be flexible and responsible with preparation for and delivery of new curriculum.

**Discipline, health and safety**

5. a) 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;

b) displaying high levels of customer care at all times;

c) promoting college policies and procedures.

**Maintain high professional standards**

6.a) smart dress and a professional image.

b) adhere to all elements of the college’s safeguarding procedures and ensure that the best interests of young people are prioritised.

c) embrace the college equality policy and ensure parity of esteem to all colleagues and students.

d) work in line with the Staff Code of Conduct.

e) display a positive and caring attitude.

**Cover**

7. As far as it is practicable supervising and providing work for any student whose teacher is not available to teach them within the college guidelines.

**Administration**

8. a) participating in administrative and organisational tasks related to such duties as are described above;

b) attending college corporate functions in support of colleagues, as appropriate;

c) assisting with the recruitment of future students;

d) contribute to the development and activity of the Fylde Coast Teaching School

Alliance, as may be required.

**Date of issue: January 2019**

**Summary of Main Terms and Conditions**

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| Salary | Points 1-9 of the Sixth Form Colleges Teaching staff salary scale  (Currently £23,396 to £38,748 per annum). |
| Working Hours | A full-time teacher is required to work for 195 days in any year, and be present in college during college hours (normally 8.30 am to 4.15 pm) You are expected to attend a weekly departmental meeting which will take place outside of the core day. |
| Pension Scheme | You will be auto enrolled into the Teachers Pension Scheme. |
| Safeguarding | The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. |
| Payment | Your salary will be paid on the last working day of each month by BACS transfer. |
| Health | Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical if applicable. |
| References | Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee. |
| Probation period | The post is subject to the successful completion of a 12 month probation period. You will have First Year in Post reviews to assess your progress and set targets. |