

## JOB DESCRIPTION

<b>Job title:</b>	Teacher of Computing and ICT
<b>Reports to:</b>	Programme Manager - Computing and ICT Assistant Programme Manager - Computing and ICT
<b>Salary:</b>	Sixth Form Colleges Main Pay Scale £22,937 - £40,872 per annum including London weighting

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### Main responsibilities:

- Teach and be responsible for the full delivery of A-level and/or vocational courses in Computing and ICT, ensuring a high quality learning experience for all students.
- Deliver and contribute to the organisation and development of the curriculum offer within the subject area
- Prepare schemes of work, induction materials, lesson plans, course delivery details and assessment procedures.
- Comply with the agreed quality assurance measures of the programme area and the college with the aim of maximising the achievement and progression of all students
- Participate actively in all aspects of the work, and contribute to the smooth running, of the programme area
- Fully participate in and contribute to the pastoral support programmes of the college, as well as take on the role of Tutor
- Participate in marketing activities and liaison with feeder schools
- Work within the requirements of the programme area self-assessment report (SAR) and operational plan, which reflects the college strategic plan at programme area level
- Implement e-learning strategies to support a variety of teaching and learning styles
- Maintain all appropriate records and produce reports as requested
- Develop and utilise information and learning technology in the curriculum
- Participate in programme area meetings in accordance with course requirements

**General:**

- Work within the requirements of the college's established 'Key Features of an Outstanding Programme Area' that reflects the college's operational aims and objectives.
- Support the aims and ethos of the college.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children initiatives and undertake training as required.
- Undertake any staff development (INSET/CPD) relevant to the needs of the post.
- Comply with health and safety regulations associated with the post and employment at the college.
- Promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff.
- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

**Other Information**

**Terms and conditions:** The Sixth Form Colleges' Association (SFCA)

**Contract/Hours:** This is a full time permanent post.

**Person Specification – Teacher of Computing and ICT**

<b>Criteria for Selection</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Graduate status or equivalent and/or substantial experience in the relevant subject area.</li> <li>• PGCE or equivalent</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Post-graduate teacher/FE training or experience in teaching.</li> <li>• Experience of student assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of internal verification Vocational courses only</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills, both oral and written</li> <li>• Good organisational and administration skills</li> <li>• Ability to work collaboratively with others and also work effectively within a team</li> <li>• Good classroom management</li> <li>• Ability to assess, record and report student achievement</li> <li>• Ability to prioritise and work to deadlines.</li> <li>• IT skills relevant to teaching courses within the programme area</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continued personal development (CPD)</li> </ul>
<b>Specialist Knowledge</b>	<ul style="list-style-type: none"> <li>• BTEC L2 Extended Certificate in Information and Creative Technology</li> <li>• BTEC Level 3 National Extended Diploma in Computing/IT</li> <li>• Awareness of needs of students in Post-16 education and developments within this sector</li> <li>• Understanding of the importance of an effective pastoral system.</li> </ul>	<ul style="list-style-type: none"> <li>• BTEC Level 3 Certificate in Engineering</li> <li>• A level Computer Science</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Awareness and commitment to equality and diversity, health and safety and safeguarding</li> </ul>	