

**Job Description:**

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| **Post:** | ***Lecturer/Teacher of Digital IT*** |
| **Salary Grade:** | *Grade 5: £30,060.83 - £39,281.98 depending on qualifications and experience* |
| **Responsible to:** | *Head of Faculty* |
| **Responsible for:** |  |

**Key Purpose:**

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| **1** | To ensure outstanding success and progression of all students within the relevant Department through the delivery of, inspirational teaching, learning, assessment and support. These could be in a variety of roles-: Course Manager, Lecturer, Tutor and Assessor |
| **2** | To be a key member of the Department. |
| **3** | To engage collaboratively with all colleagues in their roles as course leaders , teachers, assessors and to support staff in developing and contributing to a culture of high expectations, high standards, mutual respect both within the Department and college |

**Key Responsibilities and Accountabilities:**

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| **A** | To plan and deliver high quality teaching, learning, assessment and support leading to excellent retention, achievement and success rates. |
| **B** | To deliver formal scheduled teaching duties as follows: teaching; tutorials (as appropriate) and student assessment. |
| **C** | To attend monthly/termly meetings (to include the sharing of good practice and resources with other colleagues) or as otherwise instructed |
| **D** | To record, share and regularly monitor student progress. |
| **E** | To prepare schemes of work, keep relevant records and undertake all administration relevant to teaching duties. |
| **F** | To attend parents’ evenings, participate in student reviews, reference writing, and the setting and marking of assessed work. |
| **G** | To set and mark internal examinations and moderate subjects/modules, as appropriate. |
| **H** | To deliver effective student guidance and participate in the course evaluation processes. Carry out the processes involved in completing student learning agreements. |
| **I** | To undertake relevant effective personal professional development and training as required |
| **J** | You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety. |
| **4** | Adhere to all College policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | Degree in relevant subject. | E |  | A |
| ii | Certificate in Education/PGCE or equivalent. | E |  | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| iv | Evidence of good results including retention, success and high grades of achievers where appropriate. High level of knowledge of IT teaching. |  | D |  |
| v | Experience of teaching IT |  | D | A I |
| vi | Proven track record of personal recent teaching success shown by high student achievement in IT |  | D | A I |
| vii | Experience of teaching up to Level 4 |  | D | A I |
| viii | Up to or at least 2 years’ experience in teaching IT to full-time or part-time students. |  | D |  |
| ix | To able to offer pastoral support to cohort teaching group. | E |  |  |
| ix | Confident and creative use of IT to promote and enhance learning and social media literate. | E |  | A I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| x | Excellent communication skills. | E |  | A I |
| xi | Sound understanding of and commitment to safeguarding and equality and diversity in the context of education. | E |  | A I |
| xii | A passion for both your subject and for student success. | E |  | A I |
| xiii | A flexible and proactive approach; and an ability to react quickly to changes in circumstances and environment. | E |  | A I |
| xiv | Self motivated with the ability to be innovative and display initiative. | E |  | A I |
| xv | Ability to multi task and cope with a demanding work schedule. | E |  | A I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment