

JOB DESCRIPTION

Job Title: **Teacher – Computer**

Responsible to: **Head of Department**

1. Job Purpose

Co-ordinate a programme or group of programmes with responsibility for:

- 1.1 The quality of the curriculum
- 1.2 Curriculum development and planning
- 1.3 Preparation, tracking and monitoring of assessments
- 1.4 Leadership of the course/subject and team

2. Key Responsibilities

- 2.1 Plan and deliver teaching/learning programmes using a flexible range of strategies and learning styles taking responsibility for the quality of own teaching and related curriculum development
- 2.2 Develop learning resources/materials to meet individual learner needs
- 2.3 Act as a subject, personal, or course tutor
- 2.4 Assess student competence and devise assessment processes tailored to each individual learner
- 2.5 Provide student advice, support, and induction
- 2.6 Contribute to School curriculum development activities
- 2.7 Assist in the student enrolment and internal and external marketing activities of the College
- 2.8 Contribute to the Quality Assurance process through curriculum validations, audits, inspections, self-assessment, and quality improvement plans
- 2.9 Work within agreed targets/objectives

3. Specific Duties

- 3.1 Maintain records that document learner progress with resulting actions
- 3.2 Embed English and Maths into the delivery of each session
- 3.3 Produce documentation of learner profiles, produce schemes of work
- 3.4 Track and monitor learner progress and action strategies to ensure learner improvement
- 3.5 Undertake staff development as appropriate to ensure professional development remains current

4. General Duties

- 4.1 Ensure that the College policies on Health and Safety are fully implemented
- 4.2 Observe and implement the College's Equal Opportunity Policy
- 4.3 Have responsibility for promoting and safeguarding the welfare of children and young persons that you are responsible for, or come into contact with
- 4.4 Any other duties commensurate with the grade of post.

5. Budget Responsibility

The post holder is **not** a budget holder under the College’s accounting systems and is required to observe and comply with the financial regulations of Tameside College at all times.

6. Continuing Professional Development

The post holder will proactively take part in the College’s Appraisal process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

7. Health and Safety

The post holder will be required:

- To take reasonable care to safeguard their own safety and that of others with whom they work;
- To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
- Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
- To report immediately any defects in plant, equipment or the working environment

8. Equality and Diversity

Tameside College is committed to the provision of equal opportunities. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College’s Equality policy as appropriate.

9 Values

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:

- Excellence Through Learning
 - It’s my responsibility
 - Work together
 - Act with integrity
 - Value and respect each other

10. Safeguarding Children and Vulnerable Adults

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

11. College Policies and Procedures

Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Learning Box.

Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

NOTE:

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Signed: (Principal)

Date:.....

Signed: (Post holder)

Date:.....

Employee Specification

		E	D	How?
Qualifications & Training	<ul style="list-style-type: none"> • Literacy and Numeracy to at least Level 2 • Degree in the relevant subject area (2:1 or above Desirable) • PGCE or equivalent qualification • Higher degree or recognised professional qualification • Meets LLUK standards for teaching and supporting learning 	E E E	D D	A/T A A A A
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of the relevant subject specifications • Thorough knowledge of the relevant level 2 and level 3 curriculum • Use of Microsoft Word, Outlook, Excel and any other relevant software • Understanding of and commitment to the principles of individual learning. • Knowledge of curriculum development and diversification in the subject area • Knowledge of major curriculum developments • Previous teaching experience within the FE sector 	E E E E E E	D	A/I A/I A/I A/I A/I A/I
Experience	<ul style="list-style-type: none"> • Successful track record of delivering the relevant subject area in a further education establishment • Experience of targeting needs of learners and supporting their needs effectively • An excellent knowledge of the subject • Experience of setting and achieving high standards in respect of leaver retention and achievement • An ability to plan and manage effective lessons • A creative and innovative approach to the development of teaching and learning • An ability to contribute to teaching at several levels • Experience of setting and achieving high personal standards in the delivery of teaching 	E E E E E E E E		A A/I A/I A/I A/I A/I A A/I A/I

	<ul style="list-style-type: none"> • Good classroom and behaviour management • Demonstrate leadership and motivational skills • Design and delivery using ICLT. 	E E	D	A/I
Skills and Attributes	<ul style="list-style-type: none"> • Ability to plan curriculum flexibly and effectively with a focus of delivering outstanding teaching and learning • A strong team player with excellent communication skills • Ability to teach consistently good and outstanding lessons • An organised individual who can structure and plan time effectively • Ability to inspire students in their learning • Ability to communicate clearly and engender enthusiasm for learning • Ability to communicate effectively with other staff. • Ability to work as a member of a team • High order organisational skills to track day to day operations and student records. • Ability to work to deadlines set by clients, awarding bodies and the College. • IT skills for use within teaching and administration • A commitment to active teaching and learning • Ability to co-ordinate programmes 	E E E E E E E E E E E E E E E E	D	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I
Other	<ul style="list-style-type: none"> • Fit for the duties of the post • DBS check on application • Willing to undertake training to meet National Training Standards • Willing to undertake professional development to keep self up to date • Regular and punctual attendance. • Required to promote inclusive learning • Willing to undertake first aid training and duties as necessary. 	E E E E E E E		A/I A/I A/I A/I A/I A/I A/I
6. Equal Opportunities	<ul style="list-style-type: none"> • Willing to implement College Equal Opportunities Policies. 	E		To be assessed at interview.

7. Safeguarding	<ul style="list-style-type: none"> Willing to take responsibility for promoting and safeguarding the welfare of children and young persons that you will be responsible for, or come into contact with 	E		To be assessed at interview
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E = Essential D = Desirable A = Application O = Observation I = Interview T = Test