TEACHER: JOB DESCRIPTION

Name:

Job Title: **Teacher of IT**

Line Manager: **Head of Computer Science and IT**

A. Main Purpose

In line with the College Mission Statement, the subject teacher's main role in the College is to provide high quality teaching and learning, tailored to individual student need.

B. Main Responsibilities

To deliver high quality teaching and create a learning environment with a culture of high expectation:
- To establish an effective, safe and stimulating learning environment, allowing all students to perform to the best of their abilities and to develop independent learning skills

- To set high standards for students' learning, motivation and attendance

- To display good subject knowledge and understanding of the specification/curriculum, and to keep up to date with developments and knowledge in the subject area

- To promote high standards of literacy and numeracy

- To develop high quality resources that inspire learning and stretch and challenge all learners

- To prepare schemes of work and materials

- To prepare thoroughly, including the planning of well-structured lessons and associated assignments in accordance with schemes of work

- To promote equality and diversity within the classroom

- To provide resources that meet the needs of all students, regardless of their sex, disability, religion or belief, race, sexual orientation, gender reassignment, or special educational need

- To reflect on the effectiveness of lessons and approaches to teaching, and respond to advice and feedback from colleagues

To demonstrate that effective learning is taking place and make accurate and productive use of assessment:
- To assess academic performance and plan learning in the light of previous achievement to enhance the value added results of the student

- To check regularly that learning has been achieved, making use of formative and summative assessment to secure students' progress

- To give students regular feedback, both orally and through accurate marking and encourage students to respond positively to feedback

- To maintain accurate records, regularly assessing and grading student work

- To undertake regular reviews of student progress and complete progress reviews in accordance with College requirements

To be a tutor for a group of students, supporting tutees and monitoring their progress throughout their time at College:

- To support students and help them with any problems, personal or academic, which they might encounter during their time at College – including referral to the TTL, college counsellors, nurses, or learning support team

- To act as the link between the College and parents, keeping them informed where concerns arise

- To deliver the Personal Development Programme in the designated Tutorial period

- To check on absence from College on a weekly basis and contact parents where absence is a concern

- To deal with tutees who have unsatisfactory effort and behaviour. This will involve liaison with subject staff, and the Tutor Team Leader, as well as parents

- To produce, in liaison with the student, an Individual Learning Plan as part of the College Progress review system

- To prepare high quality UCAS references for tutees and keep to internal College deadlines set

General Responsibilities:

- To maintain accurate records of class attendance using the College registration system and to follow up student absence

- To communicate with the parents of students and prospective students, including attendance at Progress Review Evenings, Parent Tutor Evenings and Open Evenings

- To interview prospective students

- To contribute to the College's Extension/Complementary Studies programme by teaching on existing courses and developing new courses in line with College policy

- To attend and contribute to meetings as identified on the College calendar

- To provide cover within the Department for staff who may be absent on a short term or occasional basis

To contribute to the overall management of the College and adhere to its policies and procedures:

- To act at all times in accordance with the College's Safeguarding Policy

- To participate in the College's Professional Review scheme

- To take responsibility for improving teaching through continued professional development, including participation in training opportunities provided by the College

- To participate in the College's quality assurance procedures, for example lesson observations and the departmental self-assessment process

- To adhere to the College's IT – Acceptable Use Policy at all times

- To participate in the maintenance of satisfactory standards of health, safety and security in relation to the Department in accordance with College policy

- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.

- To carry out other reasonable requests as may be required from time to time by the Principal