JOB DESCRIPTION

Post: Course Tutor ICT

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| **Post Title:** | **ICT Course Tutor** |
| **Purpose:** | * To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. * To be accountable for student progress and development within the subject area. * To develop and enhance the teaching practice of others. * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for learners studying in the department, in accordance with the aims of the college and the curricular policies determined by the Trustees and Principal of the college. * To be accountable for leading, managing and developing the ICT program. * To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated   curriculum portfolio. |
| **Responsible for:** | Teaching staff and other relevant personnel within the department. |
| **Liaising with:** | Head/Deputies, other Curriculum Leaders, student support services and relevant staff with cross-college responsibilities, relevant non-teaching  support staff, LA staff, parents. |
| **Working Time:** | Full-time. |
| **Salary/Grade:** | £25’714 to £36’961 SEN Allowance. |
| **Disclosure level** | Enhanced |
| **Teaching:** | To undertake an appropriate programme of teaching in accordance with the college policies and procedures.. |

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| **Operational/ Strategic Planning:** | * To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. * The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources. * To actively monitor and follow up student progress. * To implement college policies and procedures e.g. equal opportunities, health and safety, COSHH, accommodation strategy etc. * To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the college. * To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, and the aims and objectives of the college * To ensure that the work in the curriculum area fully reflects the college’s distinctive ethos and mission. * To foster and oversee the application ICT Centre including the development of materials for independent learning. * To ensure that health and safety policies and practices including risk assessments, throughout the department and in-line with national requirements and are updated where necessary, therefore liaising with   the college’s Health and Safety Manager. |
| **Curriculum Provision:** | * To liaise with the Leadership Team to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the College Improvement Plan. |
| **Curriculum Development:** | * To lead curriculum development for the whole department. * To keep up to date with national developments in the subject area and teaching practice and methodology. * To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. * To take a leading role in ICT developments and cross curricular links with other subjects. * To liaise with the Leadership Team to maintain accreditation with the relevant examination and validating bodies. * To be responsible for the development of key skills ICT. * To ensure that the development of ICT subjects is in line with national developments.F |

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| **Staffing:**  **Staff Development**  **Recruitment / Deployment of Staff** | * To work with the Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. * To be responsible for the efficient and effective deployment of the department’s technicians/support staff. * To undertake performance management review * To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department. * To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with college procedures. * To promote teamwork and to motivate staff to ensure effective working relations. * To participate in the college’s ITT programme. * To be responsible for the day-to-day management of staff within the ICT Department and act as a positive role model. |
| **Management Information:** | * To liaise with the Data Manager to ensure the maintenance of accurate and up-to-date information concerning the department on the Management Information System. * To make use of analysis and evaluate performance data provided. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within the quality assurance cycle for the department. * To produce reports on examination performance, including the use of value-added data. * In conjunction with the relevant Leadership Team member, to manage the department’s collection of data. * To provide the Governing Body with relevant information relating to the departmental performance and development. |
| **Communications** | * To ensure that all members of the department are familiar with its aims and objectives. * To ensure effective communication/consultation as appropriate with the parents of students. * To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. * To represent the departments’ views and interests. |
| **Marketing and Liaison:** | * To contribute to the school liaison and marketing activities e.g. the collection of material for press releases. * To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner colleges and the effective promotion of subjects at Open days/evenings and other events. * To actively promote the development of effective subject links with external agencies. |

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| **Management of Resources** | * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. * To work with the Leadership Team in order to ensure that the   department’s teaching commitments are effectively and efficiently time- tabled and roomed. |
| **Student Support** | * To monitor and support the overall progress and development of students within the department. * To monitor student attendance together with student’s progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. * To act as a Learning Coach and to carry out the duties associated with that role as outlined in the generic job description. * To contribute to PSHE, Citizenship and Enterprise according to school policy. * To ensure the behaviour management system is implemented in the department so that effective learning can take place. |
| **Other Specific Duties**: | |
| * To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To support the college in meeting its legal requirements for work. * To promote actively the college’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health and safety policy and undertake risk assessments as appropriate. * To provide a broad range of support for the Curriculum Leader – deputising as necessary.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.