

## Job Description: IT Lecturer

### Role Specific

1. Teach on Level 3 T level and BTEC courses, delivering effective and high quality learning to student
2. Engage in recruitment activities with local schools and students
3. Engage with local employers to generate work placement opportunities for learners
4. Plan and prepare outstanding quality teaching and learning materials
5. Develop and share resources for the course/subject within the team
6. Take charge of own personal development and up skilling as required
7. Deliver enrichment and enhancement activities
8. Undertake required assessment duties in relation to student assignments.
9. Maintain comprehensive, up to date, student/course/subject records and provide information as requested
10. Be responsible for the appropriate administration of exam entries for the course/subject and liaise with external awarding bodies as appropriate.
11. Ensure close liaison and good communications with other staff in matters concerning students
12. Use college systems to track and communicate student progress
13. Tutor experience – be able to provide relevant support and guidance to learners.
14. Have some knowledge of VR and how this can be implemented into curriculum.
15. Effectively manage the behaviour of students
16. Engage in curriculum development and planning activities, individually and as a team
17. Participate in standardisation/verification and moderation, as required
18. Ensure provision is aligned with best practice nationally
19. Take responsibility as required for the development of a relevant curriculum area
20. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

## Person Specification: IT Lecturer

Person Specification	IT Lecturer
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
4 GCSE's or equivalent (including maths and English) at Grade C/4 or above	<b>Essential</b>
Recognised teaching qualification or a willingness to achieve this within three years of appointment	<b>Essential</b>
A higher degree or advanced qualification	<b>Desirable</b>
<b>Training, Experience and Knowledge</b>	
At least 2-3 years of experience teaching IT or related courses, preferably in a high school or college setting.	<b>Essential</b>
Proficient in a range of programming languages, operating systems, and software applications. They should be able to teach topics such as web development, database management, networking, and cybersecurity.	<b>Essential</b>
Pedagogical knowledge should have a deep understanding of instructional design principles and be able to create effective lesson plans, assessments, and learning activities.	<b>Essential</b>
<b>Personal Skills and Attitudes</b>	
Have a highly responsive, flexible and adaptable attitude	<b>Essential</b>
Display initiative, be positive and enthusiastic	<b>Essential</b>
Possess excellent ICT skills	<b>Essential</b>
Self-motivated and driven to consistently improve and reflect on own practice	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Possess excellent communication skills	<b>Essential</b>
Be a team player	<b>Essential</b>
Ability to develop and promote relevant curriculum effectively	<b>Essential</b>
Suitability to work with children young people and/or vulnerable adults	<b>Essential</b>
Ability to use ILT in classroom delivery including interactive whiteboard technology	<b>Essential</b>
Full driving licence and access to own transport	<b>Essential</b>