Job description: Community Teacher – Digital Skills & ICT (Band A)

Role Specific

1. To teach on a range of programmes delivering effective learning in Digital Skills & ICT.
2. To plan and prepare high quality teaching and learning.
3. To monitor, review and take appropriate actions to ensure outstanding learner attendance, achievement and progression.
4. To accurately assess, mark and provide significant learner feedback.
5. To provide effective tutorial and pastoral support.
6. To maintain comprehensive learner records and provide timely information
7. To share best practice and participate in curriculum development and planning activities.
8. To be responsible for the administration, recruitment, progression and support of learners.
9. Embrace the College ethos that every learner will achieve their full potential.
10. Positively represent the College both internally and externally at all times.
11. Maintain comprehensive, up to date, learner records and provide information as requested using College systems to track and communicate student progress.
12. Prepare learners for accreditation, where appropriate.
13. Complete reviews of learner progress towards achievement of individual learning goals.
14. Take responsibility for achieving the department's targets in retention, attendance, achievements, high grades, added value and learner 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	Community Teacher – Digital Skills & ICT
Qualifications and Attainments	**Essential / Desirable**
Degree in a relevant subject area or appropriate professional qualification	Essential
Recognised teaching qualification or a willingness to achieve one within the first 3 years of appointment	Essential
GCSE grade C, or equivalent qualification, in English and Maths	Essential
A higher degree or advanced qualification	Desirable
Training, Experience and Knowledge	
Successful teaching experience in a relevant subject area	Essential
The ability to demonstrate knowledge and understanding of the educational needs of adults	Essential
Knowledge of and proven ability to deliver the curriculum successfully	Essential
Demonstrate a learner centred approach to teaching and learning	Essential
Recent industrial experience	Desirable
Personal Skills and Attitudes	
Possess excellent communication skills	Essential
Be a team player	Essential
Ability to develop and promote relevant curriculum effectively both in classroom settings and online	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology and to facilitate remote learning, where required	Essential
Full driving licence, access to transport and ability to travel across Lancashire	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential