# Title: Teacher in IT Communications

**Responsible to:**  Learning Manager –Creative arts and service industries

**Reporting to:** Learning Manager – Creative Arts and Service Industries

**Responsible for:** Level 2/3 IT Communications

**Grade:** Grade 6/7

**Contract Status:** established

**Hours of work:** 12.5 hours teaching

**Date:** September 2016

**Role Summary:**

An excellent opportunity has arisen for a suitably experienced or newly qualified and enthusiastic Teacher in Media to join our established team.

Applicants should be able to demonstrate an ability to deliver high quality teaching, learning and assessment in media

Duties for this role include being responsible for various administrative tasks as well as the ability to organise, deliver training and monitor student progress.

**Main duties**

* Teach and assess on courses as agreed with the Learning Manager
* Act as Personal Tutor to students as required and to deliver tutorials in line with the College Tutorial Policy
* Act as an assessor/marker as required, depending on which role is more relevant for the operational effectiveness of the department
* Ensure students are correctly enrolled with the college and awarding bodies
* Maintain and co-ordinate course records, and collate schemes of work, lesson plans and assessment plans
* Act as internal verifier in line with college policy and liaise with external verifiers
* Pay due attention to the principles of effective learning such as ICT developments, learning styles, equality of opportunity, differentiation and support for students with learning difficulties and/or disabilities
* Maintain records of progress and co-ordinate reporting to interested parties
* Contribute to curriculum development and learning resources
* Maintain an up-to-date knowledge of developments in the relevant subject/course
* Develop and maintain and co-ordinate effective industrial links
* Organise and participate in relevant industrial visits
* Attend, contribute to and co-ordinate where necessary relevant college events, including guidance, enrolment, open events, Parents’ Evenings and Awards Evening as appropriate
* Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuing improvement
* Carry out Quality Assurance and Self Assessment procedures in line with the College’s Quality Policy
* Present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
* Undertake professional development and training to contribute to individual and College development as agreed through the College Performance Appraisal Scheme process.
* Carry out all duties with due regard to Health and Safety Regulations.
* Ensure compliance with the Financial Regulations of the College.
* Positively promote equality of opportunity for staff and students
* Carry out other duties as may reasonably be required from time to time

**NOTES: (to be included on all job descriptions)**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be received at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at March 2016. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION –teacher in Media**

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| --- | --- | --- | --- |
| Criteria | Essential | Desirable | Assessed |
| Education/ Qualification and T raining | |  |  |
| Appropriate  Occupational/professional  Qualifications at level 3 | x |  | Application/ Certificates |
| D32 and D33 A1 Assessor Awards |  | X | Application/ Certificates |
| Teaching qualification |  | X | Application/ Certificates |
| D34/ Quality assurance Awards |  | x | Application/ Certificates |
| English and Maths Level 2 Qualification | X |  | Application/ Certificates |
| Experience | |  |  |
| Working with young people | x |  | Application/Interview |
| Assessing NVQ’s in the workplace |  | X | Application/Interview |
| Portfolio building |  | X | Application/Interview |
| Training supplier activity |  | x | Application/Interview |
| Working with employers |  | x | Application/Interview |
| Internal verification |  | x | Application/Interview |
| Assessing English & Maths |  | x | Application/Interview |
| Skills and Competencies | |  |  |
| Excellent interpersonal and communication skills | x |  | Interview |
| Good IT skills | x |  | Application/Interview |
| Ability to maintain accurate assessment records | x |  | Application/Interview |
| Good time management | x |  | Application/Interview |
| Knowledge/Awareness | |  |  |
| Apprenticeship frameworks |  | X | Application/Interview |
| National Vocational Qualifications | x |  | Application/ Certificates |
| Health & Safety in High Risk Workshops |  | X | Application/ Certificates |
| The further education sector |  | x | Application/Interview |
| Awarding body requirements |  | x | Application/Interview |
| Attributes/attitudes | |  |  |
| Able to motivate others particularly young people | x |  | Interview |
| Able to work under pressure | x |  | Interview |