

JOB DESCRIPTION

JOB TITLE: IT Tutor

JOB HOLDER: TBC

REPORTS TO: Head of Centre

DATE: 1st November 2019

1. JOB PURPOSE:

To deliver programmes of learning and assessment in order to meet agreed examining body criteria.

2. RESPONSIBILITIES:

Main Duties and Responsibilities

- Demonstrate, teach and assess as directed.
- Design lesson plans, learning materials and assessments to defined quality standards.
- Deliver teaching, learning and assessment, which meet quality targets set internally and externally.
- Take part in open evenings and parents evenings where required.
- Keep accurate, up to date records on student/trainee progress.
- Provide statistical information to management as required.
- Take part in programme team meetings and other meetings as required.
- Develop and maintain industrial and vocational links on behalf of Develop.
- Take part in visits and study tours as required.
- Contribute to Training provider procedures and quality assurance measures.
- Contribute to Training Provider Marketing events and provide careers advice.
- Promote and safeguard the welfare of children and young people at all times.
- Undertake tutorial responsibilities for groups of and/or individual students as required.
- Undertake any other reasonable duties requested by the CEO or their nominee.
- Provide a scheduled series of planning and review sessions with individual students for the development of a negotiated learning agreement and provide feedback on progress.
- Mark students work and provide feedback in order for them to meet required awarding body criteria.
- Help students to monitor their progress, deal with difficulties and develop the skills to undertake this themselves.
- Liaise with the company on behalf of the student.
- Assist in providing an induction program for students.
- Work with the student to resolve disciplinary and grievance problems.
- Prepare termly student reports.
- Have formal and informal meetings with Learning Support and staff to share information/lesson plans/activities

- Agree learner needs with Learning Support staff to maximise benefit to learners
- Prepare and keep up-to-date student records for MIS, Head of Centre and Board of Directors as required.

General:

- Any other duties commensurate with the post across Develop.
- Abide by Staff Behaviour Code of Conduct Policy
- To comply with Company procedures
- To keep an electronic diary constantly updated checking with line manager before making any appointments not connected to work
- To keep an accurate and up to date record of all staff training undertaken
- To attend and participate in team meetings as requested by CEO
- To respect the clients and learners needs
- To respect confidentiality of staff and learners
- To carry identification badge when on Company business
- To present oneself in a professional manner while working as a representative of Develop
- To complete the travel form as required on a monthly basis
- To participate in all inspections as required
- To maintain CPD by attending training, reading and other relevant activities
- To take every opportunity to promote Develop's services to potential customers

Data Protection:

All employees – as well as the Company – have responsibilities for Data Protection under current legislation. Heads of Centre's and Project Managers have responsibility for the type of personal information they collect and how they use it. It is every employee's responsibility to ensure that they comply with the organisations Data Protection Policy and any relevant procedures for requesting, processing or sharing personal information. No-one at any level should disclose or share personal information outside the organisation's policy and procedures, or use personal information held on others for their own purposes. Anyone disclosing personal information without the authority of the organisation may be committing a criminal offence, unless there is some other legal justification, for example under 'safeguarding' or 'whistle-blowing' legislation.

Safeguarding

All employees (and volunteers) are required to uphold the values of Develop with its promotion of being an inclusive and safe employer, both for staff and it's learners. In order to achieve this you shall commit to attend / participate in specific training to maintain and upskill your knowledge in these critical areas that will enable both yourself as an employee, and Develop to comply with its legal and moral responsibilities.

All employees must report any matters, using the correct procedures, relating to these areas to ensure we continue to drive forward the safety and wellbeing of all our staff and learners.

Health and Safety

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work.

You must co-operate with your employer and co-workers to help everyone meet their legal requirements.

You are responsible for following health and safety requirements in line with the Company policy.

Inclusion

All employees including volunteers are required to uphold and express the values of Develop during the course of their work with staff, learners and customers.

Develop is an inclusive employer promoting a positive culture for inclusion in all that we do. Fair practice should be observed at all times and you should participate in specific equality and diversity training and any other inclusion training that would up skill you for your role so that Develop complies with legal and moral responsibilities.

Person Specification – IT Tutor

	Essential	Desirable	How assessed*
QUALIFICATIONS			
A recognised teaching qualification or the willingness to work towards one.	✓		AF / Cert
Minimum Level 3 IT qualification	✓		AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
A keen interest in education and a passion to train, assess and mentor young people in their IT careers.	✓		IV / AF
Experience of working with young people		✓	IV / AF
SKILLS AND ABILITIES			
Able to work as a team member. Able to liaise with tutors, employers and other agencies	✓		IV / AF/AT
Commitment to working in the educational sector with students of all ages and abilities		✓	IV / AF
IT competent	✓		IV / Cert / AT
Willingness to travel for purpose of conducting workplace assessment and also for attending professional development	✓		IV/AF
Innovative with potential to inspire students	✓		IV / AF/AT
Full driving license and own transport		✓	IV

*Key to how skills are assessed:

AF = Skill assessed via application form
assessed via interview

AT = Skill assessed via test/work-related task
checked at interview

IV = Skill

Cert = Certificate