



## **Job Description**

**Post title:** Tutor of Computing and ICT

**Reporting to:** The Tuition Club Management

**Salary:** Above minimum wage

**Hours:** Variable

### **Job Purpose**

As a Tutor of IT/Computing you will be an outstanding tutor who consistently demonstrates the highest standards of delivery, is fully committed to raising attainment across all key stages and acutely aware of the strategies required to achieve the highest standards within their subject area.

### **Role profile**

**The Teacher of Computing and ICT is responsible for:**

- Working with the management to ensure the delivery of the Computing curriculum to the highest possible standard.
- Deliver exciting and innovative lessons across all ages and abilities.
- Support the stated aims of the Tuition Club as given in the Staff Handbook.
- Carry out a share of club's duties and extracurricular activities, including games and events where appropriate.

The key tasks of the role involve undertaking the duties detailed below.

### **Duties and Responsibilities**

- To provide outstanding teaching to create a vibrant and distinctive culture for learning for young people.
- To ensure all our students are able to thrive and engage in both academic and vocational learning to achieve above and beyond their highest potential whilst developing personal and employability skills.
- To plan and execute a diverse programme that meets individual learner needs within IT/Computing.
- Managing quality of teaching and learning within IT/Computing
- Understanding national standards within the subject area and ensuring these are followed
- Using effective target setting systems for all students within IT/Computing
- Ensuring that all the work you do for the Tuition Club follows the vision and values to form a successful tuition centre
- Attending Club meetings and training sessions as required.

- Teaching students according to their educational needs, including the appropriate setting and marking of work to be carried out by the students
- Assessing, recording and reporting on the attendance, progress, development and attainment of students whilst keeping electronic records as required
- Contributing to reports and references relating to individual students
- Ensuring that ICT, Literacy and Numeracy are part of the teaching and learning experience of students.
- Maintaining discipline in accordance with the Tuition Club procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent learning.
- Undertaking assessment of students as requested by club procedures.
- Marking and grading students work which enables you to give written/verbal and diagnostic feedback
- Supporting and motivating students to allow them to grow and enhance their own skills in both achieving qualifications and work ready
- Ensuring all students understand the expected standards of behaviour and be prepared to intervene where these are standards are not followed
- Ensuring a safe, secure and healthy environment for students

Applicants must be willing to undergo child protection screening appropriate to the post including checks with the Disclosure and Baring Service.