

## Job Description: Digital Literacy Instructor

### **Main Job purpose**

- To contribute to the delivery and achievement of outstanding T&L and learner progress within Digital literacy Skills/Computing

### **Key accountabilities**

*With the support of Pathway Leads' and Extended Leads:*

- Plan, develop and deliver a sequential digital literacy curriculum
- Develop and select suitable resources to accompany curriculum implementation
- Support teachers where applicable with the delivery digital literacy curriculum
- Observe, assess and verify learners' performance & keep accurate records; tracking and monitoring of learner progress
- Provide feedback and offer advice to learners' in order to build upon their prior learning
- Establish, build and grow effective relationships across the Academy; working closely with external agencies and parents
- To monitor and complete health and safety checks within your area of work
- Commit to, promote and operate in accordance with the Academy's values and goals including but not limited to: safeguarding; health and safety; equality, diversity and inclusion
- Plan and deliver other curriculum areas as required
- Commit to and participate in activities as required including but not limited to: business planning; development
- Support and promote the importance and the development of e-safety within the academy as part of its duty of care to ensure the safety of all learners

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## Person specification and experience

*(Specification and experience may vary depending on subject taught or area of responsibility)*

- Level 3 qualification equivalent or above in specialist subject area or closely related discipline.
- Appropriate assessing qualification (e.g. Level 3 Award in Assessing Competence in the Work Environment; Award in Assessing Vocationally Related Achievement; Certificate in Assessing Vocational Achievement.)
- GCSE (or equivalent qualification) at grade C in both Maths and English
- Occupational competence; Significant experience, knowledge and understanding of specialist subject area.
- A collaborative working style across areas of responsibility
- Good interpersonal skills with the ability to relate to a diverse range of people
- Ability to work independently, to plan and organise own workload effectively
- Organised, team player with the ability to work to deadlines
- IT literate with evidence of effective application.
- An ability to identify opportunities to improve the learners experience;
- An understanding of Health and Safety legislation as it applies to the role
- An excellent understanding and application of Safeguarding legislation

### **Requirement**

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Signed ..... Date  
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