

Job Description: ICT / Digital Skills Instructor
Pay Scale Points 11-23 plus SEN

Main Job purpose

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

Key accountabilities

With the support of Pathway Leads' and Extended Leads:

- Plan, develop and deliver a sequential ICT/Digital Skills curriculum
- Develop and select suitable resources to accompany curriculum implementation
- Support teachers where applicable with the delivery ICT/Digital Skills 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
- Quality assure internal moderation of appropriate ICT/Digital skills qualifications
- 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
- Commit to and participate in activities as required including but not limited to: enrolment and open events; 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

Job Description: ICT / Digital Skills Instructor
Pay Scale Points 11-23 plus SEN

Person specification and experience

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

- Level 3 qualification equivalent or above in specialist subject area or closely related discipline.
- Appropriate assessing qualification (eg; 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