



Job Description

Job Title:	ICT Tutor
Salary:	SCP 24 – 27 (£21,962 to £24,174)
Responsible to:	Curriculum Manager
Hours:	40 hours per week (including a daily one-hour paid lunch)
Job Location:	The main place of work is Greenbank College, Greenbank Lane, Liverpool L17 1AG. The post holder may be required to work in different locations from time to time.

Job Purpose

To develop and support curriculum delivery across ICT programmes. To support initial assessment, teaching performance, student achievement, attendance and retention, target setting, resource development and other quality measures as required by awarding and inspection bodies and funders

Main Duties and Responsibilities

- Responsible for the delivery of the ICT curriculum from Level 1 to Level 3.
- Responsible for overseeing the developing of high-quality lesson plans, schemes of work and tutorial resources for use within the ICT team. To adapt and provide user-friendly interactive resources that are suitable for SEND and non-SEND learners for the delivery of ICT courses.
- To teach and assess students in accordance with Awarding Body guidelines; liaising with the appropriate Awarding Body as and when necessary and ensuring compliance with their policies/procedures.
- Ensure adherence to an efficient student tracking system in compliance with Greenbank's quality systems and funding body guidelines. Monitoring student attendance, retention and achievements, providing accurate management information as and when required.
- To undertake administrative duties, maintaining confidential records, monitor, review and evaluate work in line with quality standards.
- To lead and coordinate staff within the ICT team.



- To ensure that English and mathematics are embedded into all cross-college curriculum
- Comply with all of Greenbank's policies, procedures and legislative requirements.
- Required to work as part of a team, sharing resource development and promoting good practice; attend team and staff meetings as required.
- Required to carry out other duties as assigned by Greenbank's senior management team.
- Assist with marketing, recruitment and enrolment/induction activities including taster events, moving on events and open evenings etc.
- To always adhere to Greenbank's Safeguarding procedures.
- To ensure that Greenbank's code of conduct is always adhered to.
- To attend training courses and continuing professional development as required.

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the manager. This job description may be reviewed, when necessary, in line with the development of the organisation.

Applicants should note that the successful candidate will be asked to apply to the Disclosure and Barring Service.

Further information about the Disclosure Scheme can be found at: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>



Person Specification

Job Title: ICT Tutor

The main duties, qualities, skills, qualifications and experience required:

Essential
Good working knowledge of ICT qualifications, awarding body procedures and the ability to match resources to student needs. Hold a recognised teaching qualification and ICT qualification at level 2 or above.
Good knowledge of existing and evolving ICT systems
Understanding of national and legislative standards in the Further Education sector including Education Inspection Framework (EIF) and ability to transfer this knowledge into other employment sectors
Excellent organisational skills, computer and written skills
Good assessment and diagnostic skills
Proven communication skills
To be a team player and have the ability to work on own initiative
To undergo training as part of an agreed performance review system
Positive attitude towards equal opportunities and ability to demonstrate commitment to the development of all
Desirable
Hold appropriate assessor and verification qualifications
Experience of working with young people, disabled people and unemployed adults
Experience of delivery in a one to one and small group setting

