

<b>Purpose:</b>	<b>Raise standards of student attainment and achievement within ICT, Computing and Enterprise and monitor and support student progress. Reporting to: Head of College</b>
<b>Teaching Responsibilities</b>	<ul style="list-style-type: none"> <li>• To teach ICT, Computing and Enterprise to groups of students from all abilities across years 12-14 (Possibly KS4)</li> <li>• To ensure that all lessons are planned with clear aims and objectives</li> <li>• To take into account the differing ability lessons of students and differentiate work accordingly</li> <li>• To prepare resources, session plans &amp; schemes of work</li> <li>• To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets</li> <li>• To ensure that all students are known by name and that the classroom atmosphere is positive at all times</li> <li>• To encourage and foster curiosity and interest in ICT, Computing and Enterprise</li> <li>• To check that all subject matter is effectively communicated and understood by all groups of students</li> <li>• To keep careful records of student progress</li> <li>• To ensure that there is a high standard of display work in the classroom, which is changed frequently</li> <li>• To attend scheduled meetings in the college</li> <li>• To relate ICT, Computing and Enterprise to the real world, ensuring it is functional where appropriate in line with the 'learn to live' ethos and 'unlocking potential for adulthood'</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To assist internal verification and quality assurance for ICT, Computing and Enterprise qualifications</li> <li>• Prepare resources, session plans and schemes of work</li> <li>• To assess learners' work ensuring it meets the exam boards success criteria</li> <li>• Record, assess and file learners' documentation as required</li> <li>• To accurately complete all relevant paperwork in line with Pearson Qualifications, Gateway and other awarding bodies</li> <li>• To establish and maintain effective relationships with internal and external stakeholders</li> <li>• Ensure learners achieve a qualification in line with personalised learning targets</li> <li>• To comply with Health and Safety at Work Act 1974 and uphold equal opportunities and other policies and procedures of Castledon Sixth Form College</li> <li>• To undertake necessary in-house training and any training needs identified in appraisal</li> <li>• To attend College promotional events and parents' evenings</li> <li>• Willingness to accompany staff and pupils on UK and overseas residential trips</li> <li>• To undertake any other routine task, as required by senior staff</li> </ul>