Job Description – IT Tutor

Title IT Tutor

Reports to Hub Manager

Based at Communication Specialist College - Doncaster

Hours of work 37hrs per week

# Responsible for:

* To ensure the delivery of outstanding quality learning to young people
* Mentoring and supporting Pathway Learning Mentors
* To ensure that the quality improvement systems and processes within the designated cohort are consistently applied
* To deliver accredited and non-accredited courses as directed.
* To respond to changes in Inspection frameworks, Awarding Body, or service requirements by producing appropriate learning programmes and materials.

# Key Duties and Responsibilities

* To provide day to day support to the Hub Manager
* To input to Education and Health Care Plans for a designated cohort of students.
* To attend when required EHCP meetings.
* To belong to a sub group to monitor and standardize internal quality assurance
* To deliver accredited and/or non-accredited courses to a high-quality standard
* To assist in the development of the curriculum.
* To induct and assess young people and adults leading to the design of their individual learning.
* Providing students with appropriate information, advice, guidance, and support.
* To monitor, support and sign post students to ensure their pastoral needs are met
* Administrative work associated with all the organisation’s operations
* National Qualifications – design, develop, deliver and assess accreditation across a range of designated areas.
* Statistics – provide statistical information on student progress and achievement as required
* To work effectively within a multi-disciplinary team to ensure a high standard of delivery on each students learning journey in accordance with their EHCP.
* To liaise with the college career lead to develop and monitor a range of work placement opportunities for young people as part of the learning programme where appropriate
* To undertake peer assessment and internal verification
* To contribute to department self assessment
* To take responsibility for monitoring of tutorials within designated hub
* To write baseline summaries for designated hub as directed by hub manager
* To support and mentor PLMs in the management of students behaviours within the classroom

**General**

* To strictly observe and follow staff code of conduct
* To have responsibility for promoting and safeguarding the welfare of all students
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
* Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
* Support the college’s implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR)
* To fulfil personal requirements, where appropriate, with regard to Trust and college policies and procedures, health, safety and welfare, emergency, evacuation and security
* To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other
* To observe at all times the Trust’s policies, in particular those relating to Health and Safety at Work and Data Protection
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other
* To undertake other duties which may be reasonably be required