



Job Description

IT Specialist Tutor

Information

Salary: Up to £28,575
Responsible to: Head of Curriculum and Quality
Deadline: 13th August 2018

Purpose of Job:

To teach learners in the IT especially Web curriculum at level 1 to 3 at ELATT sites and off site as required. To contribute to the teaching and learning of students on all courses including the following subject areas:

- ▶ Creative Suite 6 (Especially Dreamweaver, Photoshop CS6).
- ▶ Web Design and Development HTML & CSS (hand coding), Web accessibility Guidelines, Search engine optimization techniques and tools, Project Planning and Storyboard sketch.
- ▶ Social Media tools and techniques.
- ▶ Knowledge of Development Frameworks Bootstrap, Flex Box etc.
- ▶ Digital/Email Marketing.
- ▶ SQL Language.
- ▶ Node Js/PHP language.
- ▶ Python/Java.
- ▶ Microsoft Office.
- ▶ Mobile app design and development.
- ▶ CMS: WordPress/Joomla/Drupal.

Optional Subject Areas:

- ▶ Microsoft Visio.
- ▶ Microsoft Project.
- ▶ Game Development Animation.
- ▶ Responsive Frameworks and IDE's such as PHPStorm etc.

Key Performance Indicators:

- ▶ Quality of teaching and learning.
- ▶ Exceptional student experience both as individuals and as a community.
- ▶ Excellence in our own delivery and through partnership.
- ▶ A confident workforce with confidence in ELATT, confidence in role, confidence to innovate.
- ▶ Sustainable through diverse income streams and value for money systems.
- ▶ Meaningful outcomes for the people we help.
- ▶ A culture of adaptability and innovation.

Our Values:

Before applying for this role, please check that you share the following values:

1. You believe in the life-changing value of education
2. You celebrate and value diversity and the enrichment and benefit it brings to society
3. You thrive in a fast-paced environment and can re-prioritise your work plans according to events and needs
4. You believe in an empathetic and caring approach to team working, valuing the contribution of team members at all levels
5. You believe in the importance of continuous improvement and learning new skills

Read more about our values here: http://www.elatt.org.uk/docs/Our_Values.pdf

Responsibilities of the Post:

1. To teach on our Web and Office courses.
2. To prepare materials and practical work for classes within your teaching commitment meeting the demands of the curriculum, addressing employable skills and supporting skills for life.
3. To co-ordinate the delivery of the course and to ensure that full documentation of the course is in place and that students' progress.
4. To contribute to assess learners work and contribute to the quality assurance of the course.
5. To manage the progress of students learning, ensuring that learners have suitable individual learning plans that are regularly review.
6. To help maintain records of all students' attendant aspirations and achievements. data to influence future teaching
7. To participate in the recruitment, enrolment and induction of students to ensure that they understand the requirements of the course and are able to meet them.
8. To promote ELATT's equal opportunities policy in a demonstrate a commitment to overcoming the barriers to equality of opportunity faced by our students.
9. To follow the full range of organisational policies and procedures (including equal opportunities and health and safety).
10. To Provide support to the web team whenever necessary to improve the running of its projects.
11. To work with the staff to create a constructive working environment of support and cooperation and to take an active role in developing a strong culture of team work at all level of the organisation.
12. To follow the full range of organisational policies and procedures (including equal opportunities and health and safety).
13. Any other reasonable duties as may be required from time to time.

Person Specification

Qualifications and Experience

- ▶ A degree in Computer Science or equivalent.
- ▶ Teaching qualification (Cert. Ed) or readiness to study towards one.
- ▶ Assessor A1 or D31/32 Assessor, CIW is desirable.
- ▶ An additional professional qualification such as Adobe Certifications, CIW is desirable.
- ▶ Experience of teaching Web Design software's as mentioned above.

Skills and Abilities

- ▶ Excellent student-centred teaching skills and the ability to work a team sharing good practice and high-quality teaching techniques. (A)
- ▶ Creativity and flexibility to develop and enhance authentic teaching materials and teaching styles in order to engage students and respond to student interests and employer demands. (A)
- ▶ Organisational and administrative skills necessary to plan courses, record student learning and achievement, record outcomes and reporting for projects. (I)
- ▶ Evaluative and analytical skills to monitor student progress over a curriculum area and to take part in quality assurance within Skills for Life. (I)
- ▶ A practical understanding of the Common Inspection Framework. (I)
- ▶ An understanding of the differences between ESOL, English Skills and Functional Skills and its relationship to classroom practice. (F, I)
- ▶ Understanding of the needs of unemployed adults and the barriers faced by people from disadvantaged or excluded communities in accessing learning and work and an ability to address these needs through the course design and student support. (I)
- ▶ The willingness to develop further links with employers, community groups and organisations outside of ELATT to create opportunities for students or reduce barriers to their learning. (I)
- ▶ An ability to tailor Skills for Life delivery to employer and student need, including embedding into vocational areas. (I)
- ▶ Co-operative and flexible, including able to work evenings as weekends as required. (F)
- ▶ Good IT skills that fully embrace technology in all areas of work. (A, I)
- ▶ Highly professional demeanour, responsible and able to work together well with other people (I)

F – Tested by CV and supporting statement
A – Tested through assessment
I – Tested through interview

This job description will be kept under review and may be amended from time to time, following consultation with the post-holder, to reflect changing organisational needs.