



Jobchange
10 Red Lion Street
Wolverhampton
WV1 4HL
Tel: 01902 714224
WWW.Jobchange2007.com

JOB DESCRIPTION

JOB TITLE: IT Tutor

SALARY: To be agreed upon based on qualifications and experience

RESPONSIBLE TO: Training Manager

JOB PURPOSE AND ROLE

To work under the direction of the Training Manager to ensure efficient and effective delivery of the training provision within Jobchange with specific responsibility for the delivery of Functional Skills at Entry level.

It is expected that the post holder will keep themselves up to date with the social, legislation and local policy associated with the post and seek training opportunities, which will enhance their capacity to do their job.

To work as part of a small team participating in staff meetings.

If there is evening and weekend work. Time off in lieu will be allowed.

MAIN DUTIES AND RESPONSIBILITIES

1. To teach IT and to support the learning goals of customers within the training rooms through observation assessment and guidance, be it through general tutoring, one-to-one tutorials, classroom-style workshops, online distant learning or assessment marking.
2. Ensure that customer induction, tutorial and review processes are undertaken.
3. To organise, administer and maintain student files, including marking day-to-day work and examination papers.
4. To meet the monitoring requirements of relevant funding bodies.

5. To organise and deliver curriculum areas and contribute to developing new initiatives and new resources in education and training.
6. To keep up to date with current developments and adapt changes in computing and information technology and the methods of delivery.
7. To contribute to Jobchange's practice by improving the quality of opportunities for local unemployed women, minority groups, people with disabilities and other excluded groups.
8. To keep informed of all policies and procedures at Jobchange, including contracts, data protection, confidentiality agreements, Health and Safety, Equal Opportunity Policy etc to understand them and agree to promote and operate in accordance with them.
9. To undertake reasonable tasks/training the Managers or Chief Executive of Jobchange request.
10. To ensure the good atmosphere at Jobchange and the adherence by staff and placements of all policies as laid down.

Person Specification Job Title: IT Tutor

(E=Essential D=Desirable)

SKILLS AND CORE COMPETENCIES Technical competency (qualifications and training)

- Hold an IT qualification (E)
- Hold a level 5 or above teaching qualification (E)
- Competent to level 2 in functional skills or equivalent (English, Maths, ITC)(E)
- Willing to undertake professional training to maintain standards (E)
- Ability to self-evaluate learning needs and actively seek learning opportunities (D)
- Effective use of ICT to support learning (D)
- Use of other equipment technology – video, photocopier (D)

Experience

- Have some experience of working with IT students' skills, knowledge and abilities (E)
- Experience in supporting and facilitating students learning and progress (D)
- Experience in creating promotional materials (D)

Skills and Attributes

- Understanding classroom roles and responsibilities and your own position within these (E)
- Understanding of student development and learning (D)
- Ability to be responsive and work quickly under pressure
- Excellent communication skills (E)
- Excellent organisational skills (E)

Personal qualities, communicating and relating to others

- Ability to work well as part of a team (E)
- Active listening skills (E)
- Ability to put students at ease (E)
- Excellent communication and presentation skills (D)
- Confident and charismatic – able to build rapport quickly (D)
- A flexible approach and able to balance different aspects of this role (E)
- Maturity and professionalism (E)

Safeguarding

- First Aid training (D)
- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
- This post requires a Maths and Literacy Assessment (E)
- Ability to travel when required