



Job Description

ICT Coordinator and Tutor

Responsible to: Head of Education

Responsible for: Coordination of ICT

Job Purpose: To co-ordinate and contribute to the development, implementation and monitoring of ICT utilisation, teaching and learning across the Organisation. To ensure the progress of all learners through providing an inspiring curriculum that meets their needs, planning and evaluating sessions, and managing resources.

Key responsibilities:

Main (Coordinator)

1. Moderate all learner ICT related targets, and ensure they align to learner IDP's (EHCP'S), are destination led and are challenging
2. Lead on the integration of digital technology across the curriculum
3. Support the Head of Education and Deputy Head of Education with the moderation of Schemes of Work (SOW)
4. Promote opportunities for using ICT for collaborative learning
5. Provide ICT technical support for learners and education staff and relevant staff development activities for staff and learner access to Widget Online and the Wales Essential Skills Toolkit (WEST)
6. Lead on the literacy, numeracy, and digital literacy Initial Assessment (IA) of all new Foundation Education Learners, utilising Wales Essential Skills Toolkit (WEST) and other appropriate IA toolkits
7. To identify training needs and provide training for Tutors and Support Staff to ensure effective utilisation of ICT across the college. Liaise with department line managers to coordinate ICT training needs for education staff identified through the appraisal process
8. Work with the Training Coordinator to coordinate professional development, training and mentorship during the allocated training weeks, including identifying INSET opportunities for staff
9. Monitor Review, amend and monitor the college's E-safety policy (termly)
10. Keep abreast of Identify and communicate emerging technology enhanced learning and developments, attending external events and training as appropriate
11. Play an active role in the education departments National Autistic Society (NAS) and Coordinator working group, contributing to the development of the NAS Action Plan and Self Evaluation Report (SER)
12. Work closely with the Head of Education to plan and prepare the annual technology budgets and oversee expenditure
13. Review new software and maintain current soft wear resources
14. Oversee and maintain the list of ICT licences currently utilised by the organisation

Main (Tutor)

15. Take responsibility for education and care of the learners within your curriculum area in accordance with their needs as set out in Individual Learning plans, Behaviour Support Plans, Care-Plans, Risk Assessments and any other relevant documentation.
16. Design an inspiring curriculum that enables all learners to make clear progress in your subject area.
17. Establish positive relationships acting as a role model and being aware of and responding appropriately to individual needs.
18. Work together with members of staff in all areas of the organisation to achieve best results for learners and colleagues.
19. Promote the inclusion and acceptance of all learners at all times.
20. Work towards achieving best practice in the provision of education and training as set out in annual Quality Improvement Plans.
21. Take responsibility for integrating the teaching of Essential Skills, ICT and communication skills in activities and record outcomes against targets.
22. Complete and update any paperwork that needs to be produced to comply with statutory regulations and funding bodies' requirements as well as the organisation's own requirements.
23. Create accredited courses for learners relevant to the curriculum area and ensure that these are completed according to deadlines.
24. Participate in the assessment, recording and reporting of learners' work and progress and to communicate and consult with stakeholders when required.
25. Develop resources for teaching and learning.
26. Manage effectively and efficiently any resources allocated within an agreed budget.
27. Ensure Tutor Group Schemes of work and other planning documentation maximises opportunities for learner progress.
28. Uphold the safeguarding and promotion of all learners at all times.
29. Participate in meetings of the education team.
30. Ensure all Learning Support Workers understand individuals' learning goals and associated progress recording requirements.

General

1. Working according to the policies and guidelines of the Organisation.
2. To be committed to Continuous Professional Development (CPD).
3. Improving your own understanding of the values that underpin the work in the Organisation by attending relevant induction and training.
4. Respect confidentiality at all times.
5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification ICT Coordinator

Requirement	Essential or Desirable?	How Assessed?
<p>Knowledge & Understanding: Teaching qualification (PGCE, PTLLS or equivalent) Subject specific experience for the post applied for. A good understanding of relevant issues for learners with learning difficulties and disabilities. Experience in working with learners with learning difficulties and disabilities. Awareness of Health & Safety and safeguarding needs of learners.</p>	Desirable Essential Essential Desirable Essential	Application Application Application & Interview Application & Interview Application & Interview
<p>Skills & Abilities: Excellent interpersonal skills. Excellent communication skills. Excellent planning skills. Excellent organisational skills. Good IT skills.</p> <p>Ability to work effectively with learners with learning difficulties and disabilities, including emotional and behavioural difficulties and challenging behaviour. Ability to prioritise workload and meet strict deadlines. Ability to work independently and as part of a team.</p>	Essential Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Application & Interview Interview Interview Interview
<p>Personal Attributes: Sensitive to learner needs and ability. Self-motivated. Innovative. Commitment to personal development. Flexible in approach. Reliable.</p> <p>Honest.</p>	Essential Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Reference & Interview Reference