 **Job Description**

# **Job Title:** Lecturer: Computing and Digital Technology

**Responsible To:** Head of School: Computing and Information Technology

**Job Purpose:** To carry out a full range of teaching duties and administration associated with the delivery and management of learning programs as appropriate.

## Principal Responsibilities

1. To develop and teach/deliver modules on a range of community and college based IT programs: Is able to deliver or has experience of a wide range of ICT areas including the Microsoft Office package (Word, Excel, Access, PowerPoint, Outlook, Publisher), Office 365, and vocational computing and IT programs;

1. To promote and deliver additional qualifications within the curriculum;
2. To play a key role in the development of the curriculum;
3. To work effectively within course teams;
4. To liaise with colleagues and external organisations as required;
5. To assess and verify learners’ assignments and course work;
6. To monitor and provide reports on learner progress as required;
7. To demonstrate commitment towards pastoral care and academic progress of learners and provide appropriate guidance for progression;
8. To attend regular meetings as required eg. course team, Quality, learner reviews, parents’ evening and INSET events;
9. To complete administrative procedures as required eg. class registers, statistical returns, examination entries etc;
10. To play an active role in marketing, recruitment and enrolment;
11. To play an active role in internal moderation/verification and Quality issues;
12. To help to develop and organise appropriate educational visits and events, as required;
13. To undertake candidate workplace assessment duties, as required.

**College Responsibilities**

1. To actively promote the diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To take an active part in all College quality systems;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Director which may lead to revisions in light of the operational requirements of the College.