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**JOB DESCRIPTION**

**Job title:** **IT Teacher & Assistive and Digital Technologies Teacher**

**Reporting to: Teachers in Charge**

**Hours: Full Time: 37 hours per week (10 hours IT & 15 hours ADT)**

**Commencing: Tuesday 26th August 2025**

**Salary: £29,141 - £34,639**

**Closing Date: Thursday 10 July 2025 at 5 pm**

**Job purpose:**

To work across both the Assistive & Digital Technologies Team and the IT Team delivering digital skills, OCR Level 2 IT units and specialist Assistive Technology (including Braille Technology) to our Visually Impaired learners. Training in all these areas will be provided. We are looking for someone who has a knowledge of the OCR Level 2 IT units, fluent with the Microsoft Office 365 Suite, is interested in developing their knowledge of Assistive Technology, has proven experience of supporting people, and is able to work as part of a team.

**Main duties and responsibilities:**

* Deliver engaging and accessible lessons across all OCR Level 2 IT units, including:
  + Essentials of IT
  + Essentials of Cyber Security
  + Creating Business Solutions
  + Social Media Channels for Business
  + Creating Business Products
  + Using Emerging Technologies
  + Using Social Media Channels for Business
  + Using Data Analysis Software
  + Participating in a Project
  + Pitching a Product
* Encourage students to develop their IT skills, developing their knowledge of keyboard shortcuts and Assistive Technologies (Screen readers, magnifiers and/or Braille displays)
* Convey the importance of document presention, proofreading and layout as expected in the work place.
* Ensure the students using their preferred Assistive Technology can produce well presented documents using a variety of Microsoft Office applications.
* Be able to teach groups with varied IT skills, assistive technology requirements and learning needs.
* Plan and deliver appropriate schemes of work and lesson plans to meet the needs of the individual learner.
* Assess all learners on entry to ensure appropriate resources and support are in place and plan personalised learning for each timetabled student.
* Record and report on learner progress and achievement in line with the college recording and reviewing cycle, including setting SMART and personalised goals and objectives in line with students’ EHCPs or equivalent.
* Set standards and monitor learner attendance, punctuality and retention and record this information including reporting any issues to the Teachers in Charge.
* To support developments in all aspects of the RNC curriculum offer.
* Communicate effectively with colleagues across college to ensure best practice in communication of relevant learner information.
* Embed Functional English, ICT and Key Skills in all lessons as appropriate and evidence related aspects of Fundamental British Values and Equality, Diversity and Inclusion to all curriculum areas as appropriate.
* Take responsibility for self, learners and visitors in all aspects of Health & Safety and Safeguarding and work in accordance with college policies and procedures to comply with regulations.
* Contribute to all aspect of the RNC Quality Cycle and external bodies and strive to continuously improve standards of teaching and learning.
* Actively participate in CPD activitiesand staff development activities, including vocationally relevant training. All vocational teaching staff are required to undertake industry based vocational updating in line with awarding body requirements.
* Contribute to an environment where all staff, visitors and learners conduct themselves in an acceptable way. To set an example of directly challenging any unacceptable behaviour on campus.
* Contribute to the enrichment and leisure programme which may require some evening and weekend working.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

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**PERSON SPECIFICATION –** IT Teacher & Assistive and Digital Technologies Teacher

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required document. Consideration will be given to candidates who may not hold all of the essential requirements but who can demonstrate equivalent and relevant experience.

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| Experience | * Good knowledge of Microsoft Office 365 including (Word, Outlook, Excel and PowerPoint, OneDrive, Teams). * Experience of using Microsoft Office 365 within the workplace (administration/education) * Knowledge and practical experience in:   + IT fundamentals and hardware/software environments   + Cyber security principles, threats, and protection measures   + Business software (e.g. spreadsheets, databases, project management tools)   + Use of social media platforms for marketing and engagement   + Creation of digital business products (e.g. flyers, websites, multimedia)   + Awareness of emerging technologies such as AI, IoT.   + Participating in a project, pitching a product (Background in business). | * Worked in an educational setting. * Awareness of common keyboard commands * Worked with students with Special Educational Needs and Disabilities. |
| Knowledge/skills | * Awareness of health & safety practices and guidelines * Knowledge of Windows Operating Systems * Ability to plan, deliver and assess lessons to meet curriculum standards. * Experience in assessing work, providing feedback and tracking learner progress. | * Knowledge of VI Assistive Technology (screenreader, magnification) * Knowledge of Braille * Delivered OCR Level 2 IT units * Familiarity with BTEC assessment frameworks and the internal verification process. |
| Qualifications and training | * Literate & Numerate to Level 2 minimum * Understanding of safeguarding for our students and a commitment to safe practice * Subject-specialist qualification in ICT, Computing or a related field. | * Teaching Qualification (PGCE, Cert Ed or DTTLS or willingness to work towards one). * Qualified to degree level * Evidence and examples of ongoing professional development |
| Aptitudes and abilities | * Professionalism and duty of care. * Team player * Work effectively under pressure and to deadlines * Ability to prioritise a demanding workload * Enthusiasm, sense of humour, self-motivation and initiative | * Experience of managing resources. * Be able to work with all levels of student ability. * Ability to provide pastoral care and support to students, promoting their personal development and independence. |
| Disposition, attitude and motivation | * Willingness to work flexibly in response to the needs of the organisation including work off campus, travel and overnight stays if required * Commitment to equality and diversity and its active promotion |  |
| Additional/other | * Enhanced DBS (Disclosure & Barring Service) disclosure required prior to appointment being confirmed * Eligibility to work in the UK |  |