## Job Description

**Job Title:** Information Technology Tutor

**Hours**: 12 hours per week

**Salary:** £20 per hour

**Responsible to**: AEP Coordinator

Centre Manager

# Duties and responsibilities

1. Deliver European Computer Driving Licence (ECDL) units to young people in small classroom setting, in accordance with policies / procedures set out by the British Computer Society (BCS)
2. Monitor and assess the progress of ECDL participants, ensuring all data is recorded and maintained in line with the requirements of BCS.
3. Oversee online testing of ECDL in compliance with policies / procedures as specified by BCS.
4. To be responsible for ECDL exam administration in compliance with policies / procedures as specified by BCS.
5. To assist in supervising the young people while they are on the premises.
6. To contribute to monthly reports and prepare progress reports for parents
7. To attend AEP team meetings once a week.

**Person specification**

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| **Education** | | | |
| **Essential Desirable** | | | |
| Level 4 Teaching qualification such as DTLLS, CertED, PGCE, QTS | | Assessors Award | |
| Level 3 vocational qualification in subject specialist area | |  | |
| GCSE (or equivalent) in English Language and Mathematics | |  | |
| Level 2 IT Qualification, such as ECDL (European Computer Driving Licence) | |  | |
| **Skills and Experience** | | | |
| Experience of successfully delivering ECDL programme | | Experience/understanding of working with vulnerable young people | |
| Ability to manage time effectively and plan your own work load | | Ability to work with little supervision | |
| Good communication skills | |  | |
| Ability to work effectively as part of a team | |  | |
| **Knowledge** | | | |
| BCS policies and procedures regarding delivering of ECDL programme | | Health and Safety requirements of chosen vocational area of expertise | |
| How to support learners and promote independence | |  | |