Candidate Brief & Job Description

Coding & Game Design Tutor

About ELATT

At ELATT we think everyone should have the chance to learn new skills. We offer free training and skills within the local London community. Choose from full, part-time or evening courses and change your future with us.

Our highest priority is the focus on employment throughout your learning, giving you the tools and support to reach your career goals: whether that's joining a new industry after up-skilling on one of our digital courses, returning to work or starting your career from scratch.

Our tutors and student support staff are outstanding: year on year our pass rate and job success results get even better. What's more, we were awarded Grade 1 (Outstanding) in our most recent Ofsted Inspection (January 2015). In 2016 we exceeded all expectations by winning three awards at the TES Further Education Awards 2016, including Employer Engagement of the Year; Training Provider of the Year; and the most prestigious prize, Overall Provider of the Year.

Our students graduate thinking differently about themselves and their future. Join our learning community today.

About the Coding & Game Design Tutor role
Job Description

Salary grade: D2
Salary band: £29,593 to £31,100 depending on qualifications and experience
Responsible to: Head of Vocational Training
Term: Permanent

Aims of the post

1. To teach ELATT's IT Vocational curriculum, specifically Coding and Games Design curriculum at levels1to 3, working in both a classroom environment and through online remote delivery.
2. To assess the learners' work to meet the requirements of awarding bodies and qualifications

Key Performance Indicators

1. Quality of teaching
2. Learner's qualifications achievement
3. Learner satisfaction and retention

Our Values

Before applying for this role, please ensure that you share the following values:

- You believe in the life-changing value of education
- You celebrate and value diversity and the enrichment and benefit it brings to society
- You thrive in a fast-paced environment and can re-prioritise your work plans according to events and needs
- You believe in an empathetic and caring approach to team working, valuing the contribution of team members at all levels
- You believe in the importance of continuous improvement and learning new skills

Read more about our values here: https://www.elatt.org.uk/about/values

Responsibilities of the Post

1. To teach on our Coding & Game Design courses, prepare materials and practical assessments for classes within your teaching commitment, meeting the demands of the curriculum, addressing employability skills.
2. To co-ordinate the delivery of the course and to ensure that full documentation of the course is in place and that students' progress is monitored and assessed regularly.
3. To assess learners' work for qualifications and external award assessments and contribute to the quality assurance of the course.
4. To manage the progress of students learning, ensuring that learners have suitable individual learning plans that are regularly reviewed and respond to learners' aspirations and achievements.
5. To help maintain records of all students' attendance and progression and to use data to influence future teaching.
6. To participate in the recruitment, enrolment and induction of students to ensure that they understand the requirements of the course and are able to meet them.
7. To provide support to ELATT's commercial web design projects as necessary to improve its implementation and success.
8. To work with the staff to create a constructive working environment of support and cooperation and to take an active role in developing a strong culture of teamwork at all levels of the organisation.
9. To promote ELATT's equal opportunities policy in all aspects of the work.
10. To follow the full range of organisational policies and procedures (including equal opportunities and health and safety).
11. To provide cover for absent members of staff as required and in the interests of the smooth running of the organisation any other duties as may be reasonably required from time to time.
12. To provide support for students' emotional and social development by encouraging and modelling positive behavior

Person Specification

Qualifications and Experience

Essential

1. Multi Media and Technology degree and/or equivalent qualification/knowledge gained throughexperience.
2. GCSE (or equivalent) English and maths
3. Knowledge of Coding for Games Development at Level 3 and 4.
4. Knowledge and application of the programme languages C#, JavaScript,SQL, Python, Java, PHP, Mobile app design& Development.

Desirable but not essential
1. Teacher, training qualifications (e.g. CTLLS, DTLLS, Cert-Ed, PGCE) or a desire to gain a qualification.
2. TAQA or equivalent qualification (e.g.D32/33, A1, CAVA).
3. Knowledge and application of software such as Photoshop, FinalCut, Logic ProX, Blender 3D and Adobe Suite
4. Experience and knowledge of working with SEN students and vulnerable young people

Skills and Ability
1. Creativity and flexibility to develop and enhance teaching materials in order to engage learners and respond to learner interests. (A)
2. Organisational and administrative skills necessary for the co-ordination of courses. (I)
3. Evaluative and analytical skills to monitor learners progress and contribute to the quality assurance of the course. (I)
4. Understanding of the needs of young adults unemployed adults re-joining learning and the barriers faced by people from disadvantaged or excluded communities in accessing learning andwork and an ability to address these needs through the teaching curriculum. As well as employed adults (I)
5. Personal and professional demeanour capable of working co-operatively with colleagues, offering a professional service and to establish trusting and productive relationships with them. (I, A)
6. Excellent IT skills that fully embrace technology in all areas of work. (A, I)
7. A commitment to actively participate in personal development and further learning. (F,I)
8. Well developed ability to be innovative and creative in all aspects of the work and to respond positively to change. (A, I)
9. Highly accountable personal behaviour, which is able to learn from mistakes and celebrate success. (I)
10. Ability to be responsible for developing a working community that enjoys courtesy, mutual respect for others and a genuinely friendly and good-humoured atmosphere. (I)

Guide to assessment:

F – Tested by CV/supporting statement; A – Tested through assessment; I –Interview

This job description will be kept under review and may be amended from time to time,following consultation with the post-holder, to reflect changing organisational needs.

Further Information

If you would like to have an informal conversation before submitting your application, please contact Naima Elmansouri, Head of Vocational Curriculum on 0207 275 6750 or email: naima@elatt.org.uk.

To apply

Please send your CV to Naima@elatt.org.uk with a supporting statement addressing each point in the person specification.

Key dates

Application deadline

Interviews and Assessment