

Job Description

Job Title	Teacher of IT (Microsoft Office Packages)
Responsible to	Head of IT/Principal
Hours	Part time - Two days per week (term time only – 12 week terms x 3) This role is for maternity cover for 2/3 terms
Salary	Competitive – paid per hour

OMBS is a small independent business college offering a one-year intensive Professional Business Diploma to students 18+. The course is job focused, teaching the skills that employers need. Students attend either in their gap year, instead of going to university or as a graduate. Most students go to work in London at the end of their course. OMBS is situated in the centre of Oxford opposite Christ Church College. The majority of students stay in our student houses which are situated within walking distance.

We are seeking a talented and highly motivated IT teacher who is willing to learn and become involved in the day to day running of OMBS.

Personal Qualities

- Excellent organisational, communication and planning skills
- Self-motivating
- Flexible
- Possess a naturally, friendly personality and be a team player
- Confident and competent Microsoft Office user
- Willingness to embrace change and learning
- Experience of teaching IT, ICT
- Applicants that are not qualified teachers may be considered if they have relevant experience, as training will be given.
- Excellent command of the English Language
- Willingness to work online if required (face to face teaching is the norm)
- Be competent in using Microsoft Office Teams as a teaching resource

Job Role and Responsibilities

To teach Advanced IT skills to a class size of 16 students.

Teaching Responsibilities

- Teach Word, Excel, PowerPoint, Database and Outlook to Advanced level
- Be prepared for each lesson including, scheme of work, lesson plan, teaching notes, objectives, resources

- Evaluate each lesson and feedback to the team
- Maintain records about behaviour, attendance, and student achievement
- Bring any anomalies regarding behaviour, attendance, and student achievement to the attention of group tutors
- Marking students work as and when required and entering on the database
- Attend weekly staff meetings
- Attend end of term full staff meetings
- Be involved and willing to embrace OMBS – events, speakers, graduation

What OMBS will offer you

- Competitive salary
- Staff social events
- Excellent working conditions and environment

How to apply

Either phone Andrea Freeman (Principal) for an informal chat 01865 240963 and to learn more about the position or send your CV and covering letter to andreaf@oxfordbusiness.co.uk.

The vacancy is to start in September week beginning 12 September 2022.

www.oxfordbusiness.co.uk