

**JOB DESCRIPTION**

**LECTURER - Maths (Functional Skills and GCSE)**

**Location: Stafford College**

**Salary: £23,431 - £33,252 per annum**

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| **Responsible to:**  | Group Head of Mathematics and English.  |  |
| **Responsible for:**  | The delivery of high quality teaching on a range of courses and the associated administrative and pastoral responsibilities. |  |

**The specific duties of the post holder are:**

1. To teach primarily on GCSE programmes and also some Functional Skills, where required.

1. Play an active role in raising the standard and awareness of Maths across college, through such activities as parents’ evenings, departmental meeting and student clubs.

1. Engage in core duties including preparation, marking, monitoring student progress, preparing reports, setting and marking of examination papers, developing and preparing flexible learning materials.

1. Undertake normal administrative duties required of lecturers including assistance with admissions, enrolment, induction and providing management information as required.

1. To participate in the Departmental Self Assessment Reporting process.

1. Be aware of, and maintain compliance with, all departmental and College requirements relating to Health and Safety.

1. To undertake such other duties that may be required from time to time and which are commensurate with the job title.

**Person Specification:**

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| **Person specifications:** To be a person who:   | **Essential / Desirable?**  | **Method of** **Assessment** **(Application,** **Interview, Test)**  |
| 1. has a degree (or equivalent) in a relevant discipline.
 | E  | A  |
| 1. holds a relevant teaching qualification (PGCE / DTLLS or equivalent) or a willingness to obtain one.
 | E | A,I  |
| 1. ideally has relevant teaching experience within the FE sector.
 | D  | A,I |
| 1. has GCSE English & Maths or equivalent.
 | E | A |
| 1. excellent communication skills.
 | E  | A, I  |
| 1. is well organised and able to manage the peaks and troughs of a varied workload.
 | E  | A,I  |
| 1. is able to work under pressure at busy times of the year.
 | E  | A,I  |
| 1. has an understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults.
 | E  | A,I  |
| 1. has an understanding of Equal Opportunities and a positive attitude towards them.
 | E  | A,I  |
| 1. has a willingness to undertake and promote continuous professional development.
 | E  | A,I  |
| 1. is willing to undertake such other duties that may be required from time to time and which are commensurate with the job title.
 | E  | A,I  |

 **Salary and Conditions:**

All staff are employees of the College Corporation who determine conditions of service in negotiation with recognised trade unions.

The FTE salary will be £23,431 - £33,252. Incremental progression is on an annual basis. The salary is payable on the 27th each calendar month or the last working day before by direct credit transfer into a bank/building society of your choice.

It is the policy of the College to approach referees of candidates short-listed for interview if consent has been given on the application form. It is also College policy to approach a candidate’s current or most recent employer for a reference. Where the candidate is working in the education sector a reference will be sought from the appropriate Principal, Headteacher or Vice Chancellor. The appointment is subject to satisfactory references and appropriate checks with the Disclosure & Barring Service together with a probationary period of twelve months.

Applicants are required to disclose in writing if they are related to any senior member of the College Staff.