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| **Job Title** | Course Leader – Maths |
| **Salary**  | £20,283 - £34,158 |
| **Responsible to** | Education and Training Manager – Foundation Skills  |
| **Staff Managed:**  |
| Direct Reports: | Temps/TAC managed per annum | Project staff managed per annum | Are staff highly mobile or based on different sites? |
| No: 0 | No: 0 | No: 0 | Yes |
| **Budgets managed** |  0 |  |
| **Purpose of Job** |
| * To provide high quality teaching and learning experiences for learners
* To contribute to the continuous development of the maths curriculum
* To provide advice, guidance and support to learners
* To coordinate all relevant activities for courses within area of responsibility
* To support managers to achieve the service’s strategic objectives
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| **Key duties and responsibilities of role** |
| 1. To teach to a high standard, allowing learners to progress and achieve as appropriate including preparing materials and differentiated products to meet the needs of learners.
2. To manage, deliver and assess learning in a variety of settings, including work place, community or online learning.
3. To monitor the performance of all courses allocated to ensure that KPIs are met.
4. To coordinate team meetings, curriculum planning and delivery activity to meet Service requirements.
5. To provide timely and accurate information for a cluster of courses for the Service’s self-assessment and development plans.
6. Make effective use of management information to monitor enrolment, retention, attendance, punctuality and progression for courses and take action as required.
7. To undertake assessment of learners, identifying individual learning needs and referring to learning support as appropriate and ensure all learners have appropriate individual learning plans.
8. To undertake tutorials, prepare course outlines, produce schemes of work and lesson plans and undertake lesson preparation, produce flexible learning materials and complete the formative assessment of learners’ work.
9. To liaise with the exams officer and other WAES staff and be responsible for the timely and efficient exam / accreditation process and ensure the efficient and accurate IV / moderation process.
10. To ensure learners have participated in learner surveys or other processes to gauge learner views, including ensuring the appointment of a class representative and participation in other learner engagement activities.
11. To take part in the sharing of good practice with other tutors in the Service on CPD days, which may include leading on CPD sessions where appropriate and to take part in the Service’s Peer Observation Scheme.
12. Monitor own performance ensuring that learner attendance, retention, achievement and success measures are above national benchmarks.
13. To work with the Staff Support Manager to ensure that Part Time Tutors are completing their registers in a timely manner.
14. Where appropriate to participate in the recruitment, selection and appointment of staff.
15. To undertake appropriate training identified at the end of year review through the line management process and keep up to date with curriculum developments in the relevant subject area, undertaking short industrial placements as required.
16. To develop external contacts and promote industry based work including work experience placements where appropriate.
17. Comply with any reasonable request in relation to the teaching programme made by the Service.

**General*** To actively promote equality and diversity in all aspects of work with and for the Service.
* To take responsibility for own professional development and participate in relevant internal and external activities;
* To implement the College’s health and safety policies and practices, including Safeguarding and Prevent.
* To carry out the above duties within the requirements of the Data Protection Act.
* To carry out the above duties in a confidential and sensitive manner.
* To undertake such other duties commensurate with the grade of the post as may reasonably be required including some flexible hours including evening or weekend working as well as off-site working.

**This job description is current as at the date shown although it is not an exhaustive list. In consultation with you, it is liable to variation to reflect changes in the job. The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the Service.****Person Specification**The person specification outlines what is essential for the competent performance of full duties and responsibilities of the job, including professional or specialist skills or experience required. Applicants will need to demonstrate in their supporting statement how they meet the criteria listed below.

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| Post Title: **Course Leader –**Maths |  | **We will assess your match to the criteria from:** |
| KEY: (E) – Essential (D) - Desirable |  | Appl. Form | Tests | Interview | References |
| **QUALIFICATONS/EDUCATION/TRAINING** |
| A relevant first degree  | E | ✓ |  | ✓ |  |
| A recognised teaching qualification. Minimum Certificate in Education and Training (level 4) or equivalent with Numeracy subject specialist teaching qualification at level 4 or above. | E | ✓ |  | ✓ |  |
| GCSE English A\* - C or equivalent qualification at level 2 as a minimum, preferably level 3. | E | ✓ | ✓ |  |  |
| **PROFESSIONAL KNOWLEDGE/UNDERSTANDING** |
| A general understanding of the principles of the current funding methodology for adults. | E | ✓ |  | ✓ |  |
| An understanding of Ofsted and the Common Inspection Framework as it applies to the role. | E | ✓ |  | ✓ |  |
| An understanding of English and maths teaching for post-16 education and within workplace learning.  | E | ✓ |  | ✓ |  |
| An understanding of the importance of keeping knowledge and skills up to date through continuing professional development. | E | ✓ |  | ✓ |  |
| An understanding of equality and diversity, safeguarding policies and a commitment to putting them into practice. | E | ✓ |  | ✓ |  |
| **EXPERIENCE**  |
| Current experience of teaching Basic Skills to adults within the last 2 years from entry level to level 2 as a minimum. | E | ✓ | ✓ | ✓ | ✓ |
| Experience in liaising with and meeting awarding organisations’ procedures and standards. | E | ✓ |  | ✓ | ✓ |
| Experience of devising lesson plans/course outlines and schemes of work. | E | ✓ | ✓ | ✓ | ✓ |
| Experience of delivering training in the workplace for learners undertaking an apprenticeship programme | D | ✓ |  | ✓ | ✓ |
| Experience in delivering or supporting training and/or teaching in a face to face or online environment.  | E | ✓ |  | ✓ | ✓ |
| **SKILLS** |
| A team player with excellent presentation and communication skills both written and verbal. | E | ✓ |  | ✓ |  |
| Good working knowledge of ICT to support teaching, learning and assessment. | E | ✓ |  | ✓ |  |
|  Able to liaise with employers regarding learners progress, achievement and personal tutoring  | D | ✓ |  | ✓ |  |
| **DISPOSITION/PERSONAL QUALITIES** |
| Ability to motivate and inspire learners to achieve their learning goals. | E | ✓ |  | ✓ |  |
| Commitment to teamwork and the ability to work flexibly. | E | ✓ |  | ✓ |  |
| A strong commitment to learners’ success. | E | ✓ |  | ✓ |  |
| Willingness to travel to employers premises and deliver training outside of classroom settings. | E | ✓ |  | ✓ |  |
| **KNOWLEDGE/UNDERSTANDING OF KEY POLICIES** |
| Understanding of Safeguarding Legislation and its application within the educational sector and in relation to this post. | E | ✓ |  | ✓ |  |
| Commitment to equality and diversity and a good understanding of its practical implementation in the role. | E | ✓ |  | ✓ |  |

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