

Loughborough College Job Description

1. Job Details

Job Title: Lecturer in GCSE Functional Skills Mathematics

Competency Level: Teaching 2

Reporting To: Curriculum Manager - Hair, Beauty, Hospitality, Travel and Business

Department: Service Industries

Annual Salary (FTE): £24,512 – £30,632 per annum (+£3,000 STEM Uplift)

Date: July 2018

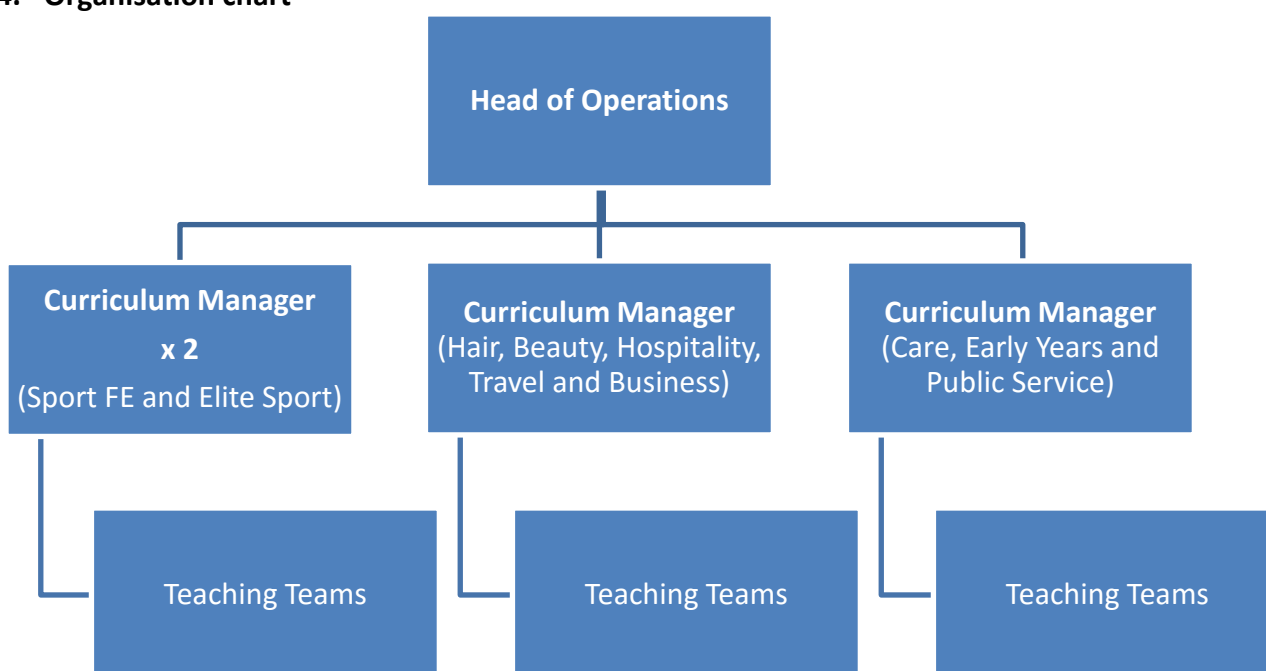
2. Job Purpose

To deliver inspiring teaching and learning, to ensure all students are supported to succeed.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To teach Functional Skills Mathematics and GCSE Mathematics
- To act as a personal maths mentor to a tutorial/study group
- To prepare and plan innovative and effective lessons
- To assess learners progress and report on when required
- To lead and devise appropriate assessments and assessment strategies to provide formative and assessment feedback to learners
- To develop and plan for teaching and learning including schemes of work for maths qualifications as appropriate
- To support the vocational curriculum manager and curriculum teams in developing strategies for effective embedding of maths
- To provide effective intervention strategies to ensure the success of all students
- To support and coach students
- To contribute to the development of the curriculum
- To operate and comply with the College's administrative systems and quality assurance systems/ standards
- To continuously develop and update own personal, professional, teaching and specialist skills and competences
- To attend and actively participate in team meetings and in planning, recruitment and consultation events
- To actively support and promote the College's commitment to equality of opportunity and diversity
- To promote and safeguard the welfare of children, young people and vulnerable adults
- To promote British Values and adhere to the PREVENT strategy as necessary
- To modify duties and responsibilities as required by Curriculum Manager and other members of the Service Industries management team

6. Key Result Areas

| Action | Result |
|---|--|
| Deliver inspiring teaching and learning. | Ensure the success of all students |
| Monitor the performance of students against target grades and implement intervention strategies as appropriate. | Ensure the success of all students |
| Fully engage with the personal tutorial programme, providing excellent support and guidance. | All students supported to achieve. |
| Create and apply effective differentiation and stretch and challenge techniques. | To ensure all students achieve to the best of their ability. |
| Monitor progress in lessons and disseminate learner progress with key staff. | To ensure students are on track to achieve their target grades. |
| Contribute to the development of assessments/assessment strategies and give high quality feedback | To ensure students can meet their targets and progress. |
| To participate in moderation and internal verification. | To ensure Awarding Organisation criteria are met and academic standards maintained. |
| Participate in and deliver staff development opportunities. | To ensure teaching and learning is up to date and maintained to the highest standards. |
| To play a key role in quality assurance and quality improvement. | To ensure Awarding Organisation requirements and College KPIs are met. |
| Participate in department activities and meetings. | Increased recruitment, broader knowledge of department. |

7. Key Working Relationships and Communications

Internal: Head, Deputy Head, Curriculum Manager, Programme Area Leader, Curriculum Staff, Administration Staff, and Support Services Staff

External: Parents and other stakeholders. Awarding Bodies.

8. Scope for Impact

Not applicable

9. Knowledge, Skills and Experience (Person Specification)

| QUALIFICATIONS | | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|--------------------|--|-----------|-----------|----------------|
| 1. | Possess a full teaching qualification, e.g. PGCE, Cert. Ed, DTTLS or willingness to complete this | ✓ | | A/Certificates |
| 2. | Possess a Degree (or equivalent) in relevant subject area | ✓ | | A/Certificates |
| 3. | Possess qualifications in Maths & English Levels 4-9 (GCSE A-C) and at Level 3 or above (AS Level) | ✓ | | A/Certificates |
| EXPERIENCE | | | | |
| 4. | Significant relevant teaching experience in GCSE and Functional Skills Mathematics | ✓ | | A/I |
| 5. | Experience of having been a Personal Tutor or Mentor | | ✓ | A/I |
| 6. | Proven experience of motivating students to achieve excellent results | ✓ | | A/I |
| 7. | Experience contextualising and embedding learning to meet specific learning needs | ✓ | | A/I |
| 8. | Evidence of effective use of ICT/ILT in all aspects of work | ✓ | | I |
| 9. | Experience of collaborating with teaching colleagues from other subject areas | ✓ | | I |
| SKILLS & KNOWLEDGE | | | | |
| 10. | Ability and interest to keep up to date with developments in subject areas and teaching pedagogy | ✓ | | I |
| 11. | Be able to work flexibly and under pressure to deadlines | ✓ | | I |
| 12. | Excellent planning, administration and organisational skills | ✓ | | I |
| 13. | Be able to work effectively as a team leader/member | ✓ | | I |
| 14. | Communicate effectively to a diverse range of stakeholders at all levels | ✓ | | I |
| 15. | Work autonomously and as a part of a cross-curricular team | ✓ | | I |
| 16. | Provide clear and formative feedback on academic and pastoral issues | ✓ | | I |
| BEHAVIOURS | | | | |
| 17. | Demonstrate a commitment to self-development | ✓ | | I |

| | | | | |
|-----|--|---|--|---|
| 18. | Demonstrate a commitment to equal opportunities, diversity and inclusion; The promotion of British values and an awareness of the requirements of the PREVENT strategy | ✓ | | I |
| 19. | Awareness of safeguarding and child protection regulations and requirements, ensuring the protection and wellbeing of our students | ✓ | | I |
| 20. | Comply with professional standards at work | ✓ | | I |
| 21. | Show commitment to the improvement and maintenance of standards | ✓ | | I |

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in July 2018 and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

| | | | |
|-----------------------------|--|-------------|--|
| Job Holder Signature | | Date | |
| Manager Signature | | Date | |