**Job Description**

**Lecturer in Math (0.6 FTE)**

**Merton Adult Education School**

**The role**

the post holder will be required to teach adult learners maths on courses from Entry Level up to Level 2 and GCSE as required. The courses are held daytime, in the evenings and on Saturdays.

**Responsible to:** MAE Course Co-ordinator

**Main Purposes and Responsibilities**

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| --- |
| To teach on a range of maths courses for adults within the School of Adult Education from Entry Level to Level 2 and GCSE.  To deliver good or outstanding teaching to ensure that learners are gaining a positive learning experience and are on track to succeed.  Develop course objectives using effective course and lesson plans designed to monitor learners’ progress.  Prepare course plan(s) in accordance with any external or College set syllabuses, and deliver the agreed learning outcomes by the end of the course. Wherever possible, consult with learners on their learning needs.  Prepare lesson plan(s) showing content, activities and timing and prepare learning materials for each session as appropriate.  Assess and help learners to assess their own learning throughout the course and to help them evaluate their achievement and the quality of the College services at the end of the course.  Keep accurate and legible records in the course register of attendances, withdrawals and destinations.  Cover, as required, for other teaching staff (to be paid at appropriate cover rate of pay).  To set standards that requires learners to attend regularly and to be punctual.  To monitor learners’ progress and to raise success rates in line with the College’s Key Performance Indicators.  To support the Course Co-ordinator and the Curriculum Manager with the initial and diagnostic assessment of learners and ongoing recruitment.  To develop high quality materials for teaching, learning and assessment that meets the needs of the learners.  To act as a tutor to a group(s) of students and to support and encourage learners to progress.  To enter learners for examinations at their appropriate level and to ensure that all paperwork is complete.  To contribute to the work of the School in order to meet its strategic objectives.  To contribute to the quality processes by providing evidence of Schemes of Work, Lesson Plans and Individual Learning Plans.  To be willing to develop new and innovative ways to teach maths and to use ICT. |

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

**Additional Information**

This Job Description / Specification is subject to periodic review.

This post is 21.6 hours per week for 52 weeks per year

### Salary scale: £21,210 to £38,299 p.a. inc. London weighting, Full Time Equivalent

**Person Specification**

**Lecturer in Math (0.6 FTE)**

**Person Specification, Experience and Qualifications**

| **Personal Skills Characteristics** | **Essential** | **Desirable** | **Method of Assessment** |
| --- | --- | --- | --- |
| * Experience of good or outstanding teaching of maths from entry level to level 2 | ✓ |  | A |
| * Experience of teaching functional skills and/or GCSE | ✓ |  | A |
| * Degree (or equivalent) and a Level 5 specialism in Maths (or equivalent) or working towards achieving this | ✓ |  | A |
| * Teacher training qualification such as PGCE, Cert.Ed, DTLLS | ✓ |  | A |
| * Educated to GCSE/ level 2 or equivalent with grades A\*-C in English and Mathematics (or to achieve BKSB equivalent within six weeks of appointment) | ✓ |  | A/I |
| * Working knowledge of maths through teaching on a range of different courses and levels | ✓ |  | A |
| * High level of computer literacy | ✓ |  | A |
| * Able to work under pressure and to strict deadlines | ✓ |  | I |
| * Able to use initiative, organise and prioritise | ✓ |  | I |
| * Able to identify and implement improvements in existing systems | ✓ |  | I |
| * Able to communicate effectively at all levels | ✓ |  | I |
| * Able to produce and present reports to a variety of audiences | ✓ |  | A |
| * Commitment to establishing and maintaining good working relations with colleagues and students | ✓ |  | I/R |
| * Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults | ✓ |  | A/I/R |
| * Commitment to the provision of a quality service and the implementation of quality improvements | ✓ |  | I/R |
| * Commitment to valuing diversity | ✓ |  | I/R |
| * Able to work flexibly throughout the week/over the year by prior agreement | ✓ |  | I |