



Job Description	Functional Skills Maths Teacher
<p><u>Role Specific</u></p> <ol style="list-style-type: none"> 1. Teach on a range of programmes, delivering effective learning for Functional Skills Maths 2. Be up to date, plan and prepare and high quality teaching 3. Develop and share resources for the course/subject including maintaining effective links across College for resources 4. Deliver enrichment and enhancement activities 5. Maintain comprehensive, up-to-date records and provide information, as requested using College systems to track and communicate student progress 6. Be responsible for the appropriate administration of exam entries for the course/subject and liaise with external awarding bodies, as appropriate 7. Ensure close liaison and good communications with other staff in matters concerning students 8. Use College systems to track and communicate student progress 9. Value and support students to achieve their full potential 10. Effectively manage the behaviour of students 11. Engage in curriculum development and planning activities, individually and as a team 12. Embrace the College ethos that every student will achieve their full potential 13. Participate in standardisation/verification and moderation, as required on a regular basis 14. Ensure provision is aligned with best practice nationally 15. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction 16. Positively represent the College both internally and externally at all times 	
<p><u>College Responsibilities</u></p> <ol style="list-style-type: none"> 1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively. 2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation. 3. Value diversity and promote equality. 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies. 5. Contribute to cross-college events. 6. Adhere to College policies and procedures including health and safety. 7. Ensure good communication at all levels. 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults. 9. Any other duties that the Principal considers appropriate. 	





Person Specification	Functional Skills Maths Teacher
	Essential / Desirable
Qualifications and Attainments	
Degree in a relevant subject area	Essential
GCSE grade C (or equivalent) in Maths and English	Essential
Recognised teaching qualification or a willingness to achieve this within three years of appointment	Essential
A higher degree or advanced qualification	Desirable
Training, Experience and Knowledge	
Successful teaching experience in a relevant subject area	Essential
Knowledge of and proven ability to deliver the curriculum successfully	Essential
Demonstrate a student centred approach to teaching and learning	Essential
Proven track record of student progress measures	Desirable
Recent commercial/industrial experience	Desirable
Personal Skills and Attitudes	
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communication skills	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Ability to promote relevant curriculum effectively	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology	Essential

