



# JOB DESCRIPTION

**POST TITLE:** LECTURER IN MATHS  
**POST NUMBER:** WREQ2041  
**GRADE:** LECTURER SCALE

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## **JOB PURPOSE**

As the Lecturer in Maths, you will be responsible for teaching Maths on a range of courses. You will join the cross-College English and Maths Team, who are responsible for the delivery of Maths courses to learners in different faculties, of different ages and on different modes of study, including apprenticeships and community learning.

## **KEY TASKS AND DUTIES**

As the Lecturer in English, you will be responsible to the Subject Area Manager for English, and ultimately to the Assistant Director for English, Maths, and Employability, for the following:

- Delivering high-quality teaching and learning on a range of Maths courses at different levels and contexts, both discrete, cross-College and in the workplace;
- Proactively tracking and recording student progress, ensuring that accurate and reliable information on the predicted achievement and success of learners is readily available;
- Completing and using initial assessments of learners to ensure that they are put on the appropriate level of course / qualification and their learning needs are met;
- Acting as a link tutor for a specific faculty, ensuring that external assessments and exams are organised and effectively communicated to vocational staff and their students;
- Achieving key targets in terms of attendance, retention, achievement and success;
- Implementing additional workshops and arranging additional support, where appropriate, to ensure all learners in your groups can succeed;
- Ensuring Quality Assurance processes are implemented and robustly complied with;
- Setting and monitoring targets for students, ensuring that regular assessment feedback is provided that supports them to improve;

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- Liaising with curriculum tutors and managers, updating them upon student progress and ensuring that issues impacting on learners' progress can be effectively addressed;
- Preparing and developing exemplar learning materials that are contextualised to vocational areas, ensuring that they are available online (via the Virtual Learning Environment; VLE) and effectively meet the needs of learners and the awarding body requirements;
- Contributing to and developing the capacity of all teachers to effectively develop the numeracy skills of their learners through promotion and the delivery of CPD sessions, as directed by the College Lead for English;
- Being an active and corporate member of the cross-College English and Maths Team, supporting the implementation of an effective cross-College English and Maths Strategy.

## **GENERIC TASKS AND DUTIES**

In addition to the requirements of the post above, all representatives of the academic staff are required to meet the following responsibilities:

- Completing all associated organisational/administrative work, preparation, and marking;
- Dealing with immediate student disciplinary and welfare problems;
- Keeping and maintaining specified student and class records;
- Planning, preparing, developing and evaluating courses and course materials, and supervising course provision, where appropriate;
- Assisting with administration, enrolment, pre-enrolment counselling, and identification of customer requirements;
- Participating in programme/school/college activities as requested, including parents' evenings;
- Participating and undertaking Staff Appraisals and in-service training, based upon an assessment of individual service needs;
- Meeting the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Policies;
- Undertaking individual or collaborative research and consultancy work agreed by College management as part of the lecturers' current duties;



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- Being prepared to operate on a flexible year as required; representatives of the academic staff will normally be expected to work not more than two evenings per week on average;
- Complying with Information Security requirements in line with College Policy;
- Undertaking such other duties as may be reasonably required, commensurate with the grade of the appointment.

## **SPECIAL NOTES**

If successful, you will be based at the main site of Weston College, but you will deliver to learners at all sites and to apprentices within workplaces. This post requires a degree of flexibility to ensure that learners studying Maths across the breadth of the College curriculum are supported to succeed.

## **HEALTH AND SAFETY**

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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## CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

## **SALARY**

Lecturer Scale, Points 1-6: £23,486.00 to £31,014.00 per annum.

## **HOURS**

Hours of attendance: 37 hours per week.

Annual leave: 355.5 hours per annum, inclusive of statutory bank holidays and college closures.

Lecturer contact hours: 828 hours per annum.

*Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

*Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.*

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Degree-level qualification, which is appropriate to the work.	✓	
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain a Certificate in Education within the first two years of service, with the assistance of the College.</i>	✓	
Postgraduate and / or relevant professional experience.		✓
Willingness to undertake Subject Specialist Qualification.	✓	
Relevant successful teaching experience in Maths, to at least Level 2.	✓	
Ability to teach either English or ICT Functional Skills at Entry and Level 1.		✓
Knowledge and experience of current teaching and learning strategies.	✓	
Computer literate.	✓	
Highly motivated and committed to developing Maths and numeracy skills.	✓	
Excellent organisational and administrative skills.	✓	
Excellent interpersonal skills and ability to work in a team.	✓	
Empathetic and inclusive approach to learners.	✓	
Innovative and flexible approach to the delivery of Maths/ Numeracy.	✓	
Promoting a culture of involvement, listening and responsiveness to students' needs.	✓	
Full Driving Licence and access to own transport.	✓	