



Associate Lecturer – Foundation Maths

Title: Associate Lecturer – Foundation Maths

Grade: Associate Lecturer

Contact Hours: Variable - annual maximum: 432 hours pa

Hours: approx 18.5 hours per week

Status: Contracted

Activity: Regulated

Responsible to: College Lead – Foundation Maths

Job Purpose

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential. Lead aspects of learning and pro-actively engage in quality assurance and provide pastoral support.

Main Duties:

1. Provide teaching, learning and assessment.
2. Lead/co-ordinate learning
1. **Teaching, Learning and Assessment:**
 - 1.1. Prepare schemes of work, lesson and assessment plans.
 - 1.2. Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
 - 1.3. Provide appropriate academic support to individual students, referring them, where appropriate, to other agencies.
 - 1.4. Contribute to the wider enrichment of students.

- 1.5. Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.6. Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.7. Participate in appropriate quality assurance procedures.
- 1.8. Prepare learners for a range of assessments and examinations.
- 1.9. Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.10. Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.11. Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.
- 2. Mandatory Duties:**
 - 2.1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality and observe British Values.
 - 2.2. Be responsible for safeguarding and promoting the welfare of students.
 - 2.3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
 - 2.4. Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

July 2020

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

Associate Lecturer – Foundation Maths



Criteria		How Evaluated		
		Application	Interview	Microteach
Experience	Essential:			
	- Experience of communicating mathematical ideas to others.	✓	✓	✓
	Desirable:			
	- Experience teaching 16+ learners	✓	✓	
	- Experience of working with less confident learners	✓	✓	✓
	- Experience in the use of information technology in learning	✓		✓
Skills & Abilities	- Experience of assessment for learning and formative feedback	✓		✓
	Essential:			
	- Excellent communication skills.	✓	✓	✓
	- Ability to prioritise key tasks and manage time and demands effectively and efficiently.	✓	✓	
Qualifications	- Organisational ability, for example to maintain accurate and timely records of learner progress.	✓	✓	
	Essential:			
	- Degree in Maths or a closely related subject.	✓		
	- Teaching qualification	✓		

