

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Lecturer in Maths
<b>GRADE:</b>	Harmonised Salary Scale Point 15-37
<b>RESPONSIBLE TO:</b>	Maths and English Lead
<b>RESPONSIBLE FOR:</b>	Contributing to a variety of subject areas to support the College's vision to become and sustain outstanding
<b>DIRECTORATE:</b>	To be confirmed on appointment
<b>WORK ARRANGEMENTS:</b>	37 hours per week / 52 weeks per year

## **PURPOSE OF THE POST**

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Deliver an inspiring teaching, learning and assessment experience to individuals and groups with a focus on learner progress.
3. Student support and general administrative duties associated with the academic function.
4. At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities and Health and Safety policies.

## **DUTIES AND RESPONSIBILITIES**

1. To deliver high quality and challenging learning experiences for individuals and groups in all taught sessions so that learners make excellent progress within their study programme
2. To deliver lessons that apply a wide range of teaching, learning and assessment strategies for individual learners and groups ensuring that high levels of progress are made in every lesson
3. To contribute to appropriate assessment material that utilises a range of different assessment strategies to support learner progress.
4. Returning assessed work promptly to learners indicating proposals for improvement in line with progress measures.
5. Assessing and verifying assessments as a member of the programme team.
6. Provide learners with regular and meaningful feedback in line with college policy for all learning that takes place (classroom, formative and summative assessments) with a focus on all learners making at least the progress expected of them.
7. Effectively deliver the programme of learning in accordance with College policies.

8. Remain compliant with the expected standards and college policy in relation to the maintenance of academic records including registers, records of work and any other records which may be required.
9. Participating in programme team(s) meetings and contributing towards the planning, development and administration of programmes and assessment of students work.
10. To attend and actively participate in area and department meetings, planning events, open days and recruitment events
11. Participating in the College Quality Assurance process in order to evaluate the effectiveness of programmes.
12. Identifying, in consultation with programme team(s), curriculum development and learning resource needs and advising the Curriculum Operations Manager.
13. Participating in the guidance and interviewing processes to ensure that learners and prospective learners undertake appropriate learning programmes.
14. Participating in reporting processes to provide feedback for parents and other sponsors.
15. Liaising with parents and employers at parents' and careers' evenings and other similar events at schools and at the College.

## **GENERAL**

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.
2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.
3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.
4. Act as an ambassador for the Group, being positive and professional at all times.
5. Comply with all legislative and regulatory requirements.
6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.
7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.
8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

## Person Specification

<b>Post:</b>	Lecturer in Maths	<b>Directorate:</b>	To be confirmed
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### Key Requirements:

	Essential/ Desirable	Assessed
<b>Qualifications:</b>		
Professional qualification and/or degree or relevant discipline	<b>E</b>	<b>A</b>
A teaching qualification	<b>D</b>	<b>A/I</b>
Minimum of a level 3 qualification in Maths	<b>E</b>	<b>A/I</b>
<b>Experience:</b>		
Recent and substantial professional work experience in the sector, or similar setting	<b>E</b>	<b>A/I</b>
Recent teaching/training experience	<b>E</b>	<b>A/I</b>
Experience of delivering learning to 16-18 year olds as well as adult learners	<b>E</b>	<b>A/I</b>
Experience of teaching on Maths courses	<b>E</b>	<b>A/I</b>
Experience of performing assessment, verification and/or lead internal verifier responsibilities	<b>E</b>	<b>A/I</b>
Experience delivering GCSE and/or Functional Skills	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Excellent organisational, administrative and time management skills	<b>E</b>	<b>A/I</b>
Ability to work as part of a team	<b>E</b>	<b>A/I</b>
Excellent interpersonal skills with the ability to listen and challenge in a supportive manner	<b>E</b>	<b>A/I</b>
Ability to use IT in the classroom	<b>E</b>	<b>A/I</b>
Ability to offer Functional Maths	<b>D</b>	<b>A/I</b>
<b>Qualities:</b>		
Ability work under pressure and meet deadlines including assessment, marking and feedback processes	<b>E</b>	<b>A/I</b>
Self-managing and responsive with the ability to reflect on own performance	<b>E</b>	<b>A/I</b>
A willingness to consistently improve through tailored CPD and industry updates	<b>E</b>	<b>A/I</b>
A respectful and inclusive attitude to learners and colleagues	<b>E</b>	<b>A/I</b>
A passion for improving the learner experience	<b>E</b>	<b>A/I</b>
A flexible and innovative approach to teaching, learning and assessment	<b>E</b>	<b>A/I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>A/I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>A/I</b>

**E = Essential    D = Desirable    A = Application    I = Interview    T = Test**

<b>Produced by:</b>	AS	<b>Date Produced:</b>	20/03/2024
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