

JOB DESCRIPTION

Position details:

Job Title:	Associate Lecturer in Maths
Faculty:	Foundation Learning and Support
Status:	Permanent Variable Hours Contract
Salary:	£24.64 per hour
Regulated or Controlled Activity:	Regulated

Reporting/Faculty details:

Responsible to: Head of Faculty

Functional links with: Department/Faculty Administrator, Relevant Programme Manager

Job Purpose:

To prepare, plan for and teach specifically identified classes
To carry out the associated assessment of those students
To perform specific class administration

Main Tasks:

1. To provide effective teaching and learning.
2. To undertake formal scheduled teaching duties.
3. To provide subject and course support to learners.
4. Prepare schemes of work, lesson and assessment plans.
5. The setting and marking of learners' work, assignments, assessments and examination papers.
6. To complete learners' subject reviews.
7. To complete course and learner administration associated with your teaching responsibilities, such as reports and registers.

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
2. Commitment to Equality and Diversity.

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.

KFSEPT2017

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

	Essential	How Identified*	Desirable	How Identified*
<u>Experience</u>	Experience of teaching in Further Education.	A		
	Current experience of teaching maths.	A/I		
<u>Skills & Abilities</u>	Excellent verbal and written communication skills.	A/I	Demonstrable IT competency.	A/I
	Planning, organisation and time management skills.	A/I		
	Ability to motivate and inspire learners.	A/I		
	Ability to work to deadlines.	I		
	Administrative and record keeping skills.	I		
<u>Qualifications</u>	Teaching qualification or willingness to work towards one.	A	Professional or academic qualification appropriate to subject area.	A

<u>Personal Qualities</u>	Flexible approach to working arrangements.	A/I	Willingness to undertake further training if necessary.	I
	Essential	How Identified*	Desirable	How Identified*
<u>Mandatory Requirements</u>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College	I		
	Commitment to equality and diversity	I		

*Key: A = Application Form
I = Interview