

## Programme Leader – Maths

**Title:** Programme Leader – Maths

**Grade:** Programme Leader

**Contact Hours:** Annual maximum: 864 hours, weekly maximum 26 (pro rata part time)

**Status:** Permanent

**Activity:** Regulated

**Responsible to:** Head of Faculty

### 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 Responsibilities:

1. Provide teaching, learning and assessment.
2. Act as Tutor to groups of students.
3. Lead/co-ordinate learning

#### 1. Teaching, Learning and Assessment:

- 1.1. Participate in the interviewing, enrolment and induction of students.
- 1.2. Provide teaching and learning whether in the classroom or a workshop.
- 1.3. Prepare schemes of work, lesson and assessment plans.

- 1.4. Provide ongoing assessment and feedback to students by setting and marking work both relevant and appropriate with the course.
- 1.5. Provide appropriate academic support to individual students, referring them, where appropriate, to other agencies.
- 1.6. Contribute to the wider enrichment of students.
- 1.7. Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.8. 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.
- 1.9. Participate in appropriate quality assurance procedures.
- 1.10. Prepare learners for a range of assessments and examinations.
- 1.11. Maintain accurate and detailed student records, including setting targets, grades, monitoring and reviewing progress and contributing to reports and references.
- 1.12. Set and monitor Personal Targets and eLPs according to Faculty and College Policy.
- 1.13. Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

## **2. Tutor**

- 2.1. Provide time-tabled and funded, academic and pastoral support to students.
- 2.2. Provide teaching, learning and tutoring on both a group and one to one basis.
- 2.3. Maintain links with employers, parents, examination boards and take responsibility for the day-to-day needs of the students, including parents' evenings and guidance evenings.

## **3. Programme leadership**

- 3.1. Provide inspirational leadership of learning within a subject/programme area.
- 3.2. Working under a Curriculum Area Manager, contribute in part to the leadership of a programme area within the curriculum offer.
- 3.3. Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.
- 3.4. Link with, inform and support Associate Lecturers within the programme area.
- 3.5. Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self-assessment.
- 3.6. Contribute to the development of the subject/programme area, Faculty and the College's strategic direction.

**4. Additional Duties**

- 4.1. 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.
- 4.2. Be responsible for safeguarding and promoting the welfare of students.
- 4.3. 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.
- 4.4. Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.



# Person Specification

## Programme Leader – Maths

Criteria		How Evaluated		
		Application	Interview	Microteach
<b>Experience</b>	<b>Essential:</b>			
	- Ability to teach Maths to Level 3 across a range of qualifications (such as A level, IB, Access to HE) to a high standard	✓	✓	✓
	<b>Desirable:</b>			
	- Experience teaching 16+ learners	✓	✓	
	- Experience of acting as a tutor and of the UCAS process	✓	✓	
	- Experience in the use of information technology in learning	✓	✓	✓
	- Experience of assessment and course quality processes	✓	✓	

<b>Skills &amp; Abilities</b>	<b>Essential:</b>			
	- Excellent written and oral communication skills.	✓	✓	
	- Ability to prioritise key tasks and manage time and demands effectively and efficiently.	✓	✓	
	- Organisational ability, for example to maintain accurate and timely records of learner progress.	✓	✓	
<b>Qualifications</b>	<b>Essential:</b>			
	- Degree in Maths or a closely related subject	✓		
	- Teaching qualification or working towards a qualification	✓		
<b>Personal Qualities</b>	<b>Essential:</b>			
	- A commitment to continually improve your teaching, learning and assessment practice.	✓	✓	✓
	- Enthusiasm for your subject and ability to enthuse students	✓	✓	✓
	- Empathy with learners	✓	✓	✓
	- Ability to work on own initiative and as part of a team	✓	✓	
	- A flexible and versatile attitude to working arrangements.	✓	✓	
	- Willingness to undertake further training if necessary.	✓	✓	

<b>Mandatory requirements</b>	<b>Essential:</b>			
	- Commitment to safeguarding (including Prevent and British Values) and promoting the welfare of children and vulnerable adults in College		✓	
	- Commitment to equal opportunities		✓	

\* Key: A = Application Form      I = Interview      M = Microteach

# Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.



## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

