

## Teacher – Foundation Maths

<b>Grade:</b>	MPS
<b>Contact Hours:</b>	up to Full Time
<b>Activity:</b>	Regulated
<b>Responsible to:</b>	Head of Faculty – Foundation Maths and English

### 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 aspects of curriculum/faculty delivery
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- 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 eILPs according to Faculty and College Policy.
- 1.13. Participate in parents' evenings, open evenings, recruitment, trade events, conferences and other marketing events.

## **2. Programme leadership**

- 2.1. Support the learning within a subject/programme area.
- 2.2. Working under the Head of Faculty, contribute in part to the leadership of a programme area within the curriculum offer.
- 2.3. Contribute to the formation and monitoring of programmes of study and to write elements of the curriculum rationale.
- 2.4. Link with, inform and support Associate Lecturers within the programme area.
- 2.5. Contribute proactively to the quality assurance and the quality improvement of the programme, area and faculty self-assessment.
- 2.6. Contribute to the development of the subject/programme area, faculty and the College's strategic direction.

## **3 Mandatory Duties:**

- 3.1. 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.
- 3.2. Be responsible for safeguarding and promoting the welfare of students.
- 3.3. 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.

- 3.4. 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.

### **May 2023**

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

## Teacher – Foundation Maths

Criteria		How Evaluated		
		Application	Interview	Microteach
Experience	<b>Essential:</b>			
	- Experience of teaching GCSE Maths or similar	✓	✓	✓
	<b>Desirable:</b>			
	- Experience teaching 16+ learners	✓	✓	
	- Experience of working with less confident learners	✓	✓	✓
	- Experience working with learners with additional learning needs	✓	✓	
Skills & Abilities	<b>Essential:</b>			
	- Excellent communication skills	✓	✓	✓
	- Ability to engage learners and manage classroom environments effectively	✓	✓	✓
	- Ability to prioritise key tasks and manage time and demands effectively	✓	✓	
Qualifications	<b>Essential:</b>			
	- Degree or equivalent in closely related field	✓		
	- Teaching qualification, or willingness to work towards one	✓		
Personal Qualities	<b>Essential:</b>			
	- An enthusiasm for working with Level 1 and Level 2 Maths/English learners	✓	✓	✓

	<ul style="list-style-type: none"> <li>- A commitment to continually improve your teaching, learning and assessment practice</li> <li>- Enthusiasm for your subject and ability to enthuse others</li> <li>- Ability to work on own initiative and as part of a team</li> <li>- A flexible and versatile attitude to working arrangements</li> <li>- Willingness to undertake further training if necessary</li> </ul>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	
<b>Mandatory requirements</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Commitment to safeguarding (including Prevent and British Values) and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equal opportunities</li> </ul>	<p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>	