

JOB TITLE: Programme Leader – Maths

ROLE OVERVIEW

Job Title: Programme Leader – Maths

Grade: Programme Leader

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

Status: Permanent role and maternity cover role

Faculty: Maths & Science

Responsible to: Head of Faculty

KEY ROLE OBJECTIVES

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. Act as Tutor to group(s) 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 to groups of students.
- 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, student recruitment, conferences and other marketing events.

2. Tutor:

- 2.1 Provide academic and pastoral support to students.
- 2.2 Provide tutoring on both a group and one-to-one basis.
- 2.3 Maintain links with colleagues, 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 for an area of your 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 colleagues of any shared groups, including 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, in line with Faculty priorities and the College's strategic direction.

4. Additional Duties

- 4.1 Be responsible for safeguarding and promoting the welfare of students.
- 4.2 Promote a teaching, learning and working environment that observes British Values, is free from discrimination and where all students and staff are able to express their individuality in a professional educational setting.
- 4.3 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.
- 4.4 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.

Reviewed: March 2026

Person Specification

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Assessment Criteria

- Evaluated on application form (A) and/or interview (I) and/or microteach (M)

Experience

Essential Criteria:

- Ability to teach Maths at Level 3 (A/I/M)

Desirable Criteria

- Experience teaching 16+ learners, ideally with experience of acting as a tutor and of the UCAS process (A/I)
- Experience using IT to enhance Teaching, Learning and Assessment (I/M)
- Experience of effectively tracking and monitoring students' progress (A/I)

Skills and Abilities

Essential Criteria:

- Excellent written and oral communication skills (A/I)
- Organisational ability, for example to prioritise key tasks and manage time effectively and efficiently (A/I)

Qualifications

Essential Criteria

- Degree in a relevant subject area (A)
- Teaching qualification or currently working towards a qualification (A)

Personal Qualities

Essential Criteria:

- A commitment to continually improve your teaching, learning and assessment practice with a willingness to undertake further training if necessary (A/I/M)
- Ability to enthuse and empathise with students (A/I/M)
- Ability to work on own initiative and flexibly as part of a team (A/I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: May 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.