

Programme Leader – Maths

Title: Programme Leader – Maths

Grade: Programme Leader

Contact Hours: Annual maximum: 864 hours, weekly maximum 26 (pro rata 0.6 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 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, recruitment, trade events, 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 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 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. Promote a professional 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
Experience	Essential:			
	- Ability to passionately teach maths to level 3	✓	✓	✓
	Desirable:			
	- Experience teaching 16+ learners	✓	✓	
	- Experience of acting as a tutor and of the UCAS process	✓	✓	
	- Experience in the use of information technology in Teaching, Learning and Assessment	✓	✓	✓
	- Experience of effectively tracking and monitoring students' progress	✓	✓	
Skills & Abilities	Essential:			
	- Excellent written and oral communication skills	✓	✓	
	- Ability to prioritise key tasks and manage time effectively and efficiently	✓	✓	

	- Organisational ability, for example to maintain accurate and timely records of learner progress.	✓	✓	
Qualifications	Essential: - Degree in a relevant subject area	✓		
	- Teaching qualification or relevant experience and willing to work towards a qualification	✓		
Personal Qualities	Essential:			
	- A commitment to continually improve your teaching, learning and assessment practice.	✓	✓	✓
	- Ability to enthuse and empathise with students	✓	✓	✓
	- 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.	✓	✓	
Mandatory requirements	Essential:			
	- Commitment to safeguarding (including Prevent) and promoting the welfare of children and vulnerable adults		✓	
	- Commitment to equal opportunities		✓	

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