###### JOB DESCRIPTION

**Job Title:** Mathematics Teacher

**Department/Office:** Curriculum

**Reports to:** Curriculum Manager English and Maths

**Level:** Lecturer

**Summary of Main Purpose of Role:**

To bring subject expertise and high expectations to the college and the classroom, delivering a first class student experience and outcomes across GCSE and Functional Skills mathematics qualifications.

As an employee within NCG, all employees are required to promote, uphold and demonstrate through personal example, our values and behaviours.

**Key Responsibilities:**

**Teaching and Learning Delivery**

* Demonstrate a good and up to date working knowledge and understanding of a range of teaching, learning and assessment strategies and know how to use them to provide opportunities for all learners.
* Inspire and engage students through well-planned lessons with suitable structure, pace and challenges.
* Ensure lessons are effectively differentiated for the individual needs of students.
* Encourage students to think and talk about their learning, develop self-control and independence, concentrate, persevere and listen attentively.
* Work actively to create an ethos that promotes equality, celebrates cultural and academic diversity and ensures the inclusion of students of all abilities, including those with special educational needs.
* Establish good relationships that promote progress, whilst maintaining motivation and positive attitudes to learning.
* Regularly monitor and intervene when teaching to ensure effective learning and maintain an environment where students feel confident.
* Carry out associated preparation and assessment processes. Keep full records, report on development, progress and attainment.

**Course Operational Activities**

* To perform in the role of Course Team Leader for specific courses where required.
* Assess students’ work in accordance with WLC assessment policy and awarding body assessment objectives and mark criteria utilising previous achievement data to promote the progress of all students.
* Record students’ progress systematically, keep records to check work is completed, monitor strengths and weaknesses, inform planning and recognise the grade/level at which the student is achieving.
* Mark, monitor and return work within a reasonable and agreed time span providing constructive feedback that clearly indicates strategies for improvement that are subsequently acted upon.
* Set sufficient appropriate work for formal assessment in line with the WLC assessment cycle.
* Attend parents’ evenings according to the college calendar.

**Curriculum Organisation**

* Contributing to well-constructed and well-taught curriculum which facilitates excellent attendance, retention and achievement.
* Contributing to course development and implementation.
* Writing and revising schemes of work, lesson plans and associated materials.
* Maintaining learner records including those associated with attendance and learner progress.
* Contributing to assessments, reports and references relating to individual students and groups of students.
* Contributing to the student recruitment and selection process including enrolment, registration and the production and maintenance of marketing information.
* Attending and contributing to meetings as arranged.

Duties undertaken by the postholder include being the lead academic/teacher for a designated course(s) and/or course tutor to designated courses and groups of students.

**Standard Responsibilities for all positions in NCG**

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all NCG policies and procedures (including those of the relevant NCG Division)
6. NCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Person Specification**

|  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- |
| **Qualifications/ Training** |  |  |
| Degree in a related subject area or qualified to the industry-recognised standard in the subject area | 🗸 |  | Application Form  |
| Post-16 Teaching Qualification (Diploma in Education and Training (DET) or equivalent, e.g. Cert Ed. Foundation Degree, etc., or, PGCE) upon appointment or willingness to achieve within an agreed timeframe  | 🗸 |  | Application Form  |
| Commitment to continuous professional development (which can be evidenced)  | 🗸 |  | Application Form  |
|  |  |  |  |
| English and maths at Level 2 (GSCE / O Level, Grade C/4 or above) or equivalent upon appointment or willingness to achieve within an agreed timeframe | ✓ |  | Application Form |
| **Experience** |  |
| Experience of successfully teaching GCSE Mathematics  | ✓ |  | Application Form /interview |
| Experience of effective course leadership |  | 🗸 | Application Form /interview |
| Proven track record of successful teaching and assessment and contributing to curriculum design | 🗸 |  | Interview |
| Experience as an examiner or lead IV  |  | 🗸 | Application Form  |
| Experience of utilising learning technologies, tracking processes and monitoring systems to support and track learners to progress and achieve. | 🗸 |  | Interview |
| **Skills and Knowledge** |  |  |  |
| Ability to lead course team(s) to deliver KPIs, implement change / support development and improve the student experience. | 🗸 |  | Interview |
| A commitment to reflective practice, professional development and performance improvement | 🗸 |  | Application Form /interview |
| Excellent administration and organisational skills. | 🗸 |  | Interview |
| Strong communication skills, oral and written to ensure effective management of programmes, learners and teaching resources. | 🗸 |  | Application Form /interview |
| Appropriate IT and data interpretation skills to enable the effective use of College reporting and tracking systems. | 🗸 |  | Interview |
| Ability to manage workload of self and ability to work to tight timescale. | 🗸 |  | Interview |
| **Attributes / Other Requirements** |  |  |  |
| NCG and its associated divisions are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment. | 🗸 |  | Application Form /interview |
| Reliable and enthusiastic with the ability to work flexibly and with initiative to solve problems | 🗸 |  | Interview |
| Demonstrate our values and behaviours and actively contribute to building the Colleges externally facing reputation. | 🗸 |  | Interview |
| Able to obtain a satisfactory DBS clearance. | ✓ |  | DBS form |