 

**Job Description**

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| **Details:** | |
| Job Title | Lecturer in Maths |
| Reporting to: | Assistant Principal |
| Salary | Up to £32,799 per annum + Excellent Benefits |
| Location/Hours | Macclesfield College – Full Time  Fixed Term Contract - 37 hours per week |
| Disclosure Barring Check Level | Enhanced Disclosure Barring Checks – children |
| Pension Scheme | Teachers’ Pension Scheme |

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| Macclesfield College Values | | | | |
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| Introduction and Job Purpose |
| To deliver effective teaching, learning and assessment to learners within the mathematics curriculum area. |

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| **Key Accountabilities** |
| 1 To plan teaching, learning and assessment for college programmes using the appropriate college format to ensure effective learning. |
| 2 To deliver teaching and learning to at least a consistently good or outstanding standard to achieve high success rates. |
| 3 To assess accurately learners work both formatively and summatively against appropriate awarding body criteria to ensure learners achieve their qualifications. |
| 4 To comply with all college quality assurance procedures as prescribed by the Vice Principal -Curriculum & Quality to ensure the achievement of all internal and external audits. |
| 5 To use all appropriate resources effectively to ensure that the learners’ experience results in positive learning outcomes and high professional standards. |
| 6 To support learners progress through personal tutoring and parent/carers evenings to help learners achieve their full potential and progress appropriately. |
| 7 To assist with the marketing of college programmes including identifying new opportunities, attending internal and external events and interview evenings to increase the recruitment of learners. |
| 8 To take overall responsibility for the Health & Safety of students within the teaching area and conduct relevant risk assessments where appropriate.  9 To undertake all aspects of the post in accordance with the College’s Equality and Diversity, Safeguarding and Health and Safety policies and schemes.  10 To comply with the College’s Data Protection policy in relation to the collection, use, storage and disposal of personal and/or sensitive information.  11 To take personal and professional responsibility for keeping up-to-date in the subject area.  12 To undertake any other duties as may reasonably be expected, commensurate with your salary, both within and, where required, external to the College. |
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| Special Features |
| The post may require some evening work.  The post may require course management responsibility.  Teaching may be across a range of programmes and levels. |



Person Specification

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| **Qualifications** | **D**esirable / **E**ssential | Assessment Methods **(AF/QA/I/T)** |
| Degree in Mathematics or equivalent qualification | D | AF/QA |
| Current teaching qualification to the required national standards or a willingness to undertake a formal teaching qualification in a timely manner. | E | AF/QA |
| Level 2 qualifications in English and Mathematics or a willingness to work towards the qualifications in a timely manner. | E | AF/QA |
| Level 2 qualification in ITQ or a willingness to work towards the qualification in a timely manner | E | AF/QA |

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| **Characteristics** | **D**esirable / **E**ssential | Assessment Methods  **(AF/QA/I/T)** |
| Excellent team working skills and ability to work under pressure | E | AF/I |
| Good communication and interpersonal skills and the ability to relate well to staff and students at all levels | E | AF/I |
| To be well organised and possess effective time management skills | E | AF/I |
| To possess strong interpersonal skills | E | AF/I |
| To demonstrate a good level of equality & diversity, health and safety awareness and the ability to apply safe working practices | E | AF/I |

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| **Experience and Knowledge** | **D**esirable / **E**ssential | Assessment Methods  **(AF/QA/I/T)** |
| To demonstrate an understanding of the qualities of good teaching and effective learning, including different teaching and learning styles | E | AF/I/T |
| To demonstrate evidence of continuous professional development | E | AF/I |
| To demonstrate evidence of and a commitment to the Safeguarding of Learners | E | AF/I |
| Knowledge of Functional Skills programmes and associated administration systems | E | AF/QA |
| Recent experience of teaching young people | E | AF/ QA |
| Experience of assessing and internal moderation | D | AF/I |

AF = Application Form

QA = Qualification Audit

I = Interview

T = Task e.g. micro teach

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| General duties applicable to all staff employed at the College:  All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Staff must understand and be committed to the College’s Health and Safety Policy statement and the College’s safety priorities and be aware of his/her contribution to such priorities. All staff are also required to be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.   |  |  |  | | --- | --- | --- | | Duty | | Description | | A | College policies | To undertake all duties and responsibilities in accordance with College policies, including Equal Opportunities; General Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person | | B | Training & professional development | To take full responsibility for your personal professional development and training | | C | Performance appraisal | To participate in the College Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the College and Departmental Strategic Plans | | D | Flexibility | To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other College campus or premises | | E | Probationary period | Probationary period 40 weeks. | | *It is the practice of the College to periodically examine employees’ job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager with HR and those working directly to him/her. You are expected to participate fully in such discussion and, in connection with them, to re-write your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the College’s aim to reach agreement on reasonable changes, but if agreement is not possible the College reserves the right to insist on changes to your job description after consultation with you.* | | |   Signed Date  Post Holder  Signed Date  Line Manager |