0.8 LECTURER IN MATHS
Ref: SL0040-189

THE APPOINTMENT:

The role is to teach GCSE maths and/or functional skills to 16-18, adults and apprenticeships within a specified department and other areas of the College.

RESPOSNIBLE TO:

The post-holder is responsible to the Head of Department for Digital, Creative and Science Industries.

THE POST:

Lecturer duties and responsibilities are wide ranging. They may include, but are not restricted to the following depending upon the emphasis in any given post.

1. Formal Scheduled Teaching.

2. Ancillary duties emanating from formal scheduled teaching. These include but are not limited to:

   Planning, preparation, marking (including other forms of assessment), day to day communication with students for the purpose of guidance and support, administration including admissions, enrolment and registration, subject updating, personal development and teaching and learning innovation and improvement, participation in course evaluation as appropriate, participation in the Maintaining Student Responsibility procedures as appropriate.

3. Timetabled enrolment/admissions/guidance activities.

4. Attendance at marketing events.

5. Invigilation.

6. Substitutions for absent colleagues.

7. One to one learner support/tutoring other than programmes which consist entirely of formal portfolio assessment and accreditation activities.

8. Scheduled activities/tasks associated with the College's Quality Assurance systems.

9. Research and consultancy.

10. Maintain up to date resources.

11. Development of new resources and population of the VLE.

12. Attend relevant staff development

13. Management and administration. This may include:

- contributing to College administration or the administration of education and training programmes.
- publicity and public relations.
- participation in appropriate team and committee meetings and course management duties including the interviewing, induction, assessment and examination of students.
- preparing statistical returns including retention rates, examination results, student progress placement and destination.
- participation in student monitoring and reporting and course review and evaluation procedures.
- participation in quality assurance and control procedures.

14. To promote and deliver functional skills/GCSEs within the Department.

15. To provide information for the self-assessment and course review process in relation to functional skills.

16. To organise diagnostic assessments and initial assessments.

17. To liaise closely with additional support mentors to ensure a seamless approach to supporting students with maths and English.

18. To update the electronic student profile.

19. To maintain records relating to the levels and achievements of students and set appropriate targets.

20. To maintain up to date resources.

21. To keep up to date with changes in specifications and advise accordingly.

22. To contribute to the college SFL implementation plan.

23. To carry out any other duties which may be required from time to time and which are commensurate with the post.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

THE PERSON:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

	Essential / Desirable	Method of Assessment
Qualifications		
Degree, or equivalent, in relevant discipline.	E	A
A teaching qualification	E	A
Level 2 qualification, or equivalent, in Numeracy and Literacy (or a willingness to undertake and achieve within 2 years).	E	A
Skills and Experience		
Previous experience of teaching Maths.	E	A
Previous experience of teaching Advanced Maths.	D	A
Resourcefulness and imagination in preparing learning support devices and materials for students.	E	A/I
Possession of relevant knowledge and expertise in Information and Learning Technology and the use of Information Technology.	E	A/I
A readiness to be flexible in relating to colleagues and the requirements of the post.	E	I
Ability to relate professionally to students of all ages, backgrounds and ability.	E	I
Willingness to contribute fully or as required, to the work of the Department and operate as an effective team member.	E	I
Knowledge and experience in relation to additional support.	D	A
Knowledge of trends and developments in the Further Education sector.	D	A

Method of Assessment: A – Application, I – Interview, AS – Assessment.

SALARY:

£19,399.20 to £24,182.40 per annum

SUMMARY OF THE TERMS AND CONDITIONS OF EMPLOYMENT:

The post is offered on the Southport College contract for newly appointed lecturers. This consists of a normal working week of 28 hours, comprising duties consistent with the position of lecturer, and a holiday entitlement of 224 hours plus Bank Holidays. In addition there are a possible 17 hours extra holiday awarded at the discretion of the College for efficiency purposes.

The postholder will be eligible to contribute automatically to the Teachers' Pension Scheme (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on www.southport.ac.uk and the College's Intranet.

Southport College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on www.southport.ac.uk and the College's Intranet.

Timetable for Appointment:

Deadline for receipt of applications: **Friday, 22nd February 2019 (12:00 noon)**

Interviews will be held: within one month of closing date

Application Procedure:

The enclosed application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to The Personnel, Southport College, Mornington Road, Southport PR9 0TT.

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.