

JOB DESCRIPTION

POST:	Functional Skills Maths Lecturer
GRADE:	Main Lecturer Pay Scale, Points 1-15
Contract:	0.4
SALARY:	On a point within the range. Salaries are reviewed annually.
DATE:	1 September 2018
PURPOSE OF THE POST:	To continually improve the learning experience and achievement of students through effective teaching
RESPONSIBLE TO:	Head of Curriculum Functional Skills, ESOL, ALS & GCSE Department

The postholder will be required to:

TEACHING AND LEARNING

- Teach on courses as agreed with the Head of Curriculum, but primarily on FS Maths 16-18 provision courses.
- Pay due attention to the principles of inclusive learning including
 - individual learning styles;
 - support for students with learning difficulties and disabilities;
 - general resources, including the use of Information Learning Technology.
- Contribute to the design, delivery and future planning and development of the curriculum
- Act as Course Leader for FS Maths if required. Liaise with relevant staff.
- Prepare and mark student work, monitor progress towards individual targets, keep records and provide timely reports/reviews to students, parents, employers and College managers, as appropriate.
- Work closely with other colleagues to respond to the needs of students.
- Contribute to the teaching/learning resource bank including the FS Maths ebrock site.
- Maintain an up-to-date knowledge of developments in the relevant subject/course.
- Develop and maintain effective external links related to the delivery of the subject/course and represent the College at relevant meetings.

- Organise and participate in relevant visits, field trips etc.
- Attend and contribute to relevant meetings, including Enrolment/Open Events and Parents' Evening, as appropriate.
- Advise and assist the Head of Curriculum and other team members in all matters related to the delivery of subject specialism.

QUALITY ASSURANCE

- Participate, as a team member, in the development of teaching methods and strategies towards an ethos of continuous improvement.
- Contribute to the self-assessment process and take responsibility for relevant actions and targets in the development plan for the curriculum area.
- Participate in the College's Lesson Observation and Peer Observation Schemes.
- Undertake professional development and training to contribute to individual and College development.

OTHER

- Undertake such duties as may be reasonably requested from time to time.

The Postholder will:

- Contribute to the development of a College culture that supports our vision and core purpose, core values and strategic priorities
- Work with integrity, openness and honesty to create a self-critical culture that strives for excellence
- Value and support individuals and teams to achieve the College's priorities and targets
- Support the fulfilment of College's Tertiary vision to offer a range of provision to meet the needs of our community and learners
- Provide support for inspiring and challenging education and training for all learners
- Monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible and regularly review, adapt, and improve systems and procedures.
- Give a high profile to equality of opportunity in all areas of activity, including compliance with the Equality Scheme and Action Plan.
- Champion the College's commitment to quality assurance and improvement
- Attend and contribute effectively to all relevant Corporation and College meetings
- Be involved in general College activities and other such duties as may be requested by the Principal or Corporation, commensurate with the post.
- Carry out all duties with due regard to Health and Safety
- Ensure compliance with all College Regulations
- Set a high standard of professionalism at all times
- Aim to provide a safe and secure environment for all our students in compliance with our Safeguarding Learners – Child and Vulnerable Adult Protection Policy.

This job description is current at the date shown but in consultation with the postholder it is liable to variation to reflect or anticipate changes related to the job

Signature of postholder: _____

Date _____

PERSON SPECIFICATION

JOB TITLE: Functional Skills Maths Lecturer

POST NO:

	ESSENTIAL	DESIRABLE
EDUCATIONAL QUALIFICATIONS / ATTAINMENTS	<ul style="list-style-type: none"> • Degree or equivalent professional qualification in relevant subject • Minimum of A level or equivalent in Maths is required • Appropriate teacher training qualification (or working towards this) with focus on FS Maths • IT skills/qualification 	L5 Additional Diploma in Numeracy
EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • At least 3 years teaching experience & differentiated teaching of all 5 levels of FS maths • Able to demonstrate a track record of curriculum development in Functional Skills • Able to manage learners and learning effectively • Able to develop effective learning resources • IT skills/ qualification to manage the ebrock site for FS maths • IV/IQA of FS qualifications 	
SPECIAL KNOWLEDGE OR TRAINING	<ul style="list-style-type: none"> • Knowledge and understanding of current developments in the relevant curriculum area 	Evidence of links with relevant curriculum networks
ABILITIES, SKILLS & PERSONAL QUALITIES	<ul style="list-style-type: none"> • Effective communication skills • Effective team player • Evidence of working towards and achieving personal targets • Good administrative and organisational skills • Able to meet tight deadlines • Able to handle pressure and a range of demands • Supportive and positive approach to teaching • Ability or willingness to use Information Learning Technology and other IT applications 	
RELATIONSHIPS	<ul style="list-style-type: none"> • Excellent interpersonal skills • Able to relate well to learners of all abilities and to assess learner needs • Able to work well with colleagues across the College 	
MOTIVATION	<ul style="list-style-type: none"> • Empathy with and strong commitment to meeting the needs of individual students • Commitment to take part in staff development and training • Commitment to the mission and values of the College 	
SPECIAL CIRCUMSTANCE	<ul style="list-style-type: none"> • The post holder may need to teach adult evening classes. 	