

## Job Description: Maths Lecturer

### Role Specific

#### **Teaching Responsibilities**

1. Teach GCSE Maths and/or Functional Skills Maths delivering effective learning for students.
2. Plan and prepare and deliver high-quality teaching, learning and assessment as required by your Line Manager to the appropriate number of hours (810 hrs or pro rata per annum).
3. Develop and share resources for the course/subject including maintaining effective links across College for resources.
4. Deliver enrichment and enhancement activities.
5. Maintain comprehensive, up to date, student/course/subject records and provide information as requested.
6. Be responsible for the appropriate administration of exam entries for the course/subject and liaise with external awarding bodies as appropriate.
7. Ensure close liaison and good communications with other staff in matters concerning students.
8. Use College systems to track and communicate student progress.
9. There may be an opportunity to deliver other related subjects.

#### **Student Responsibilities**

1. Value and support students to achieve their full potential.
2. Inspire and motivate students to excel in maths.
3. Effectively manage the behaviour of students.

#### **Curriculum Development**

1. Engage in curriculum development and planning activities, individually and as a team.

#### **Quality**

1. Participate in standardisation/verification and moderation as required.
2. Ensure provision is aligned with best practice nationally.

#### **Team Responsibilities**

1. Take responsibility as required for the development of a relevant curriculum area.
2. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction.
3. Represent the Programme/Division/College as required.

## College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

## Person Specification: Maths Lecturer

Person Specification	Maths Lecturer
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
Recognised teaching qualification or a willingness to achieve this within three years of appointment	<b>Essential</b>
Degree qualification in Maths or a related subject area (or alternative degree with A Level maths)	<b>Essential</b>
GCSE Grade 4-9 in Maths and English or equivalent	<b>Essential</b>
A higher degree or advanced qualification	<b>Desirable</b>
<b>Training, Experience and Knowledge</b>	
Successful teaching experience in either Functional Skills and/or GCSE Mathematics in a secondary, sixth form, apprenticeship or further education setting	<b>Essential</b>
Knowledge of and proven ability to deliver the curriculum successfully	<b>Essential</b>
Demonstrate a student-centred approach to teaching	<b>Essential</b>
Proven track record of GCSE high grade achievement and/or high Functional Skills achievement rates	<b>Essential</b>
<b>Personal Skills and Attitudes</b>	
Display initiative, be positive and enthusiastic	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Possess excellent communication skills	<b>Essential</b>
Be a team player	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Ability to develop and promote relevant curriculum effectively	<b>Essential</b>
Suitability to work with children, young people and/or vulnerable adults	<b>Essential</b>
Ability to use ILT in classroom delivery including interactive whiteboard technology	<b>Essential</b>