

# JOB DESCRIPTION

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**TITLE:** Lecturer in Mathematics

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**GRADE:** NCC Lecturer Grade

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**RESPONSIBLE TO:** Group Curriculum Director

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## PURPOSE OF JOB:

- To teach and assess learning on a range of maths courses, which include 14-19 and adult learners. Courses range from Entry level FS to GCSE.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

## MAIN TASKS AND RESPONSIBILITIES:

### 1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## **2. In common with all other lecturing staff:**

- 2.1 To teach on a range of courses at community or main College sites.
- 2.3 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.
- 2.4 To develop the curriculum in line with national requirements, local community needs, and the needs of employment.
- 2.5 To develop student-centred teaching and learning strategies, which contribute to, increased retention, achievement and progression.
- 2.6 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes.
- 2.7 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the course.
- 2.8 To provide regular feedback to students as identified in the College Charter, and to give group and individual tutorial support to enable them to achieve maximum benefit from their course or programme.
- 2.9 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.
- 2.10 To liaise with employers and other agencies with respect of student placement supervision, course and assignment design, career and higher education opportunities.
- 2.11 To attend external courses and conferences as relevant to the work of the Programme.
- 2.12 To compile and maintain course records.
- 2.13 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.
- 2.14 To follow all processes relating to qualifications and examinations, including registration and submissions to validating bodies, liaison with the College Exams Officer, moderators and external verifiers in accordance with College policy.

### **3. Particular to the Post:**

- 3.1 To teach all aspects of Mathematics on a range of programmes for young people.
- 3.2 To teach on the GCSE programme (Mathematics)
- 3.3 To teach Mathematics at Functional Skills level (Entry Level to Level 2)
- 3.4 To take part in external mathematics based training events

### **4. Person Specification:**

We require an exceptional classroom practitioner with a passion for teaching Mathematics. You will be an innovative and creative teacher with a student centred vision. You will have ambition, energy and drive to provide our students with exciting and challenging lessons in maths. You will primarily be teaching Functional skills and GCSE. You will also be responsible for assisting students with UCAS and career choices.

4.1 Possession of a Degree or comparable qualification in Mathematics or related subject;

4.2 Possession of a teaching qualification\*

4.3 Experience of successful and innovative teaching in mathematics and ideas for sharing this with colleagues. An understanding of the differences between teaching and learning and an ability to evaluate them.

4.4 Evidence of the ability to teach effectively to a range of students of all ages and to prepare relevant materials;

4.5 Knowledge and understanding of provision in the curriculum area of mathematics (Functional Skills and GCSE) and an ability to respond effectively to changes in courses content and teaching methods;

4.6 An ability to communicate effectively with staff and students. Sufficient enthusiasm and imagination to contribute substantially to the achievement of the College's aims and objectives;

4.7 An awareness of the pastoral and the academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively;

4.8 Experience of working as a member of a team and evidence of ability to work effectively with colleagues;

4.9 An understanding of and a commitment to the College's Equality and Diversity policies and practical ideas for implementation through the scope of the post.

4.10 Understanding of Safeguarding and its relevance to this post

4.11 Experience of successful and innovative work as a Tutor and an ability to establish mutually rewarding relationships of trust with Tutees in order to promote their personal development and achievement.

4.12 Proficient in Microsoft Windows systems, Microsoft Office, and other common IT applications

**Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.