

JOB DESCRIPTION

JOB TITLE: A Level Maths and Computer Science Lecturer

ROLE OVERVIEW

Job Title: Lecturer A Level Maths and Computer Science

Grade/Salary: £30,825 - £43,324

Department: Academic, Sport & Adventure

Location: Barnstaple

Responsible to: Curriculum Area Manager

KEY ROLE OBJECTIVES

To work collaboratively within the A Level faculty and with internal and external stakeholders to deliver and develop high-quality A Level Mathematics and Computer Science programmes that support excellent learner progress, achievement and progression.

The postholder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and

legislative requirements to which the college is subject, and with full regard for the college's equality, diversity, and health and safety requirements.

Main Duties

- Plan and prepare schemes of work for A Level Mathematics and Computer Science in line with the relevant awarding-body specifications, College standards and agreed curriculum plans. You should be able to:
 - produce comprehensive schemes of work and lesson plans that provide appropriate sequencing, challenge and preparation for external examinations
 - prepare coherent and engaging lessons with clear aims and objectives, including opportunities for mathematical reasoning, problem-solving, programming and computational thinking
 - prepare high-quality subject resources, including worked examples, problem sets, programming activities and materials on the College digital platform, aligned to current College strategy

- maintain registers, learner records and other data records as required for key performance indicators and statistics for internal and external use.
- Deliver learning through efficient and effective classroom and online management so that:
 - the Mathematics and Computer Science curriculum is continuously reviewed and updated to reflect current awarding-body requirements, developments in the subjects and learner progression needs
 - continuously reflect on all aspects of teaching and professional practice, to help ensure the highest quality of delivery, assessment and learner experience on your programmes
 - to be fully utilised in accordance with the College's Education Workload Allocation Guide
 - all learning activities are conducted in a safe manner with appropriate use of equipment/clothing, whilst displaying their student lanyard accordingly
 - you can implement strategies for managing lateness or anti-social behaviour
 - you embed English, mathematical communication, digital skills, British Values and employability themes appropriately, while modelling accurate subject terminology and effective use of relevant software and technology
 - supervise on learner visit programmes/activities
 - you ensure that all learners have engaged with learning and have achieved the session aims and objectives.
- Monitor and assess learners' progress and maintain up-to-date and accurate records in line with College policies and examining body standards. You will be expected to:
 - set regular classwork, homework, programming tasks, topic tests and mock examinations, as appropriate, using assessment to identify gaps and plan timely intervention
 - follow curriculum service standards so that assessments are marked and recorded on College systems, with accurate, constructive feedback that

develops mathematical method, written reasoning, programming practice and examination technique within the stated timescale

- participate in team activities.
- Be the Academic Progress Tutor/Educator for your group/s of learners. This will include:
 - challenging non-attendance
 - responsible for the retention, achievement and value added of learners on your programmes
 - tutor and mentor learners as appropriate
 - setting aspirational goals
 - assisting with UCAS applications, where necessary
 - actively encouraging and supporting learner progression activities within ENDC
 - contribute to subject enrichment, including relevant competitions, problem-solving activities, coding projects, employer or university engagement and wider STEM opportunities
 - ensure that the PR tab is appropriately maintained with timely and accurate information
 - liaise with parents/guardians as appropriate
 - ensure that learners are wearing their lanyards, as required.
- To contribute to the overall quality processes for your programme area. This will include:
 - positive contribution to the College's self-assessment process
 - engagement in the lesson observation scheme
 - engagement in the performance appraisal system
 - undertake CPD to address any development needs, which arise
- Undertake administrative duties associated with study programmes or learners, for example parental meetings, report writing, or other duties that might become necessary. These will include:
 - conduct guidance interviews for prospective learners

- ensuring that all learner enrolments are accurate
 - maintaining accurate, timely and up to date registers
 - identifying to the Tutor Support team any patterns of regular non-attendance
 - making appropriate referrals to College services
 - to participate in parents/guardians' events
 - registering learners for external awards as required
 - participate in staff meetings as required
 - participate in marketing and promotional events and contribute to the preparation of marketing materials.
- Provide a high standard of academic, pastoral and personal support for learners, including acting as Programme Manager, if required, to ensure the best possible satisfaction, attendance, retention and achievement levels.
 - Carry out moderation and/or act as an assessor and/or Internal Verifier and achieve the appropriate accreditation, as required.

Mandatory Duties

- Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
- Commitment to Equal Opportunities.

Additional Duties

- To undertake such additional duties as may be reasonably required, commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.
- Promote a teaching, learning and working environment that observes British Values, is free from discrimination and where all students and staff can express their individuality in a professional educational setting.

- Promote and conduct your professional duties and responsibilities within the parameters of the college's agreed values and aims.

PERSON SPECIFICATION

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Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Degree or equivalent higher-level qualification in Mathematics, Computer Science or a closely related subject, with sufficient subject knowledge to teach A Level Mathematics and Computer Science. (A)
- Appropriate teacher qualification or willingness to work towards achievement. (A)
- Level 2 Qualification in Literacy & Numeracy (A/I)
- Experience of working with a range of stakeholders, both internal and external, adapting communication style to suit different audiences (A/I)
- Experience of using IT systems, databases and Microsoft Office applications to record information accurately, manage enquiries and maintain confidentiality (A/I)

Desirable Criteria:

- Experience of planning and delivering a coherent programme of A Level Mathematics and/or Computer Science, including lesson planning and assessment. (A)
- Successful teaching or training experience at Level 3, preferably including A Level Mathematics and/or Computer Science. (A/I)
- Experience of assessment practice, examination preparation and using performance data to support learner progress; experience of working with awarding bodies or external examiners is desirable. (A/I)

Skills and Abilities

Essential Criteria:

- Ability to explain complex mathematical and computing concepts clearly, accurately and in ways that are accessible to learners with different starting points. (A/I)

- Strong mathematical, analytical and computational thinking skills, with the ability to model rigorous problem-solving and accurate subject-specific communication. (A/I)
- Ability to use relevant mathematical, programming and digital tools confidently to support teaching, learning and assessment. (A/I)
- Ability to analyse learner performance, identify misconceptions or gaps in knowledge and implement effective support and stretch strategies. (I)
- Ability to develop effective working relationships with colleagues, stakeholders and other teams across the organisation (A/I)
- Ability to work confidently both independently and as part of a wider team, contributing positively to service delivery (A/I)

Desirable Criteria:

- Knowledge of post-16 education and current A Level Mathematics and Computer Science specifications, assessment objectives and examination requirements. (A/I)
- Practical knowledge of safeguarding, health and safety, and data protection requirements within a customer-facing or educational context (A/I)

Personal Qualities

Essential Criteria:

- Demonstrates a professional, approachable and customer-focused manner, maintaining appropriate boundaries at all times (I)
- Calm, confident, and resilient when responding to challenging situations, incidents or emergencies, particularly during evening or reduced-support periods (A/I)
- Demonstrates a positive, solution-focused approach, taking responsibility for resolving issues within own role (A/I)
- Proactive and reliable, with evidence of being a self-starter who identifies what needs to be done and acts accordingly (A)

Qualifications

Essential Criteria:

- Degree or equivalent higher-level qualification in Mathematics, Computer Science or a closely related subject, together with the breadth and depth of subject knowledge required to teach both subjects at A Level
- Teaching Qualification or willingness to work towards

- Grade 4 (Level 2) or above in GCSE English and Maths (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: July 2026

OUR VALUES ARE WHAT MAKE US, US!

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile and embrace digital technology and continuous learning
- We believe in impact; we are passionate about our community and environment

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are creative and innovative; we listen to and learn from others
- We care about place; we collaborate with others to ensure success for our community
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our college

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at college
- We are driven by the success of our learners, supporting every learner to achieve and progress
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge