



Lecturer in Maths

Job Description

Department:	Maths and English	
Responsible to:	Head of Learning	
Responsible for:	N/A	
Salary details:	Salary Range: £29,470 - £39,717 per annum (Grade 3 – 4, SCP 16-27)	Hours/contract: Academic terms and conditions. Full-Time or part time opportunities, permanent.

Role Summary:
<p>To plan, implement, and deliver maths programmes to a range of learners on various programmes. The teaching commitment could be on either campus and on either or both of the following programmes:</p> <ul style="list-style-type: none"> • GCSE Maths • Functional Skills Maths

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none"> • To deliver engaging maths lessons to GCSE/FS re-sitters. • To work with the Head of Learning, the maths coordinator and the maths team in developing best practice in learning, teaching and assessment, ensuring standardisation and continuity. • To assess learners according to established guidelines, and provide a positive learning experience. • To design, develop, monitor and share resources (including online resources) for learner use. • To contribute to the design and development of schemes of work for staff use. • To participate in parent evenings, open events, enrolment and interviewing applicants. • To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements. • To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process. • To complete documentation, appropriate records of learner performance and attendance and administration associated with the role and responsibilities. • To attend and contribute to relevant meetings within the department and the college. • To maintain appropriate standards of learner behaviour and attendance in accordance with college policies.

- To work flexibly as directed by the line manager.

Team Work

- To work closely with the other Departments, as well as with partner agencies.
- To work with the Head of Learning and other teachers in developing best practice in teaching, learning and assessment, ensuring standardisation and continuity.
- To attend and contribute to relevant meetings within the Department and the college.

Communication / Documentation

- Communicate effectively across a wide range of audiences.
- Have available an up to date scheme of work (showing methods of delivery and the development of wider skills) for each course/class taught and to provide a copy of this information to the Head of Learning by the start of the course.
- Using the college's central system, promptly and accurately update all class records including the register of attendance and tracking of student progress against targets.
- Keep records as required of all student assessed work and report progress or otherwise at appropriate meetings.
- Undertake the normal administrative duties required of lecturers including assistance with the initial assessment of learners during enrolment, induction and providing management information as required.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the college's CPD programme.

Equality, Diversity, Health and Safety and Strategy

- A strong commitment to the principles and practice of equality and diversity.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.
- Follow all agreed Quality Assurance and Risk Management Systems operating in the College.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.



PERSON SPECIFICATION

Lecturer in Maths

easured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio
C	Certificate

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Qualified teacher e.g. Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification. Minimum of 4 GCSEs (A* - C, 9 – 4 or equivalent), including Maths and English. 	A, C A, C	<ul style="list-style-type: none"> Degree level qualification 	A, C
Experience	<ul style="list-style-type: none"> Recent and relevant experience of delivering maths learning in an educational setting. Evidence of providing learning to groups and individuals. Evidence that you are able to apply effective approaches to teaching to more than one level and target audience. 	A, I A, I A, I	<ul style="list-style-type: none"> Experience of delivering maths programmes to resitters or in FE. Experience of mastery approaches to maths. 	A, I A, I
Skills/ Aptitudes/ Competences/	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent. An understanding of safeguarding and its 	A, I A, I I	<ul style="list-style-type: none"> Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies in the post-16 sector 	A, I

	<p>importance within the college.</p> <ul style="list-style-type: none"> • Ability to plan and prioritise. • Effective time management, organisational and administrative skills. • Able to work flexibly as part of a team. 	<p>I A, I I</p>	<ul style="list-style-type: none"> • Sound knowledge of developments within the FE maths sector. 	<p>A, I</p>
<p>Other</p>	<ul style="list-style-type: none"> • Demonstrate a positive approach to equality and diversity and customer service. • Demonstrate an ability to take responsibility for your own and others Health and Safety at work. • Demonstrate a commitment to safeguarding and promoting student welfare. 	<p>I I I</p>		

TERMS & CONDITIONS FOR ACADEMIC STAFF

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

All eligible Academic Staff will be automatically enrolled into the Teachers' Pension Scheme (TPS) which provides comprehensive retirement benefits. It may be possible to transfer benefits from a previous company or private pension plan into the scheme.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, many of which provide benefits over and above statutory benefits.

Sick Pay

The College has a scheme of enhanced sickness benefits.

Training and Development

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors In People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-In process.

Holidays

Full time Academic Staff are entitled to 39 days' annual leave per year as well as 5 days' additional leave to be taken on days directed by the Corporation (e.g. during the shutdown between Christmas and New Year). All staff are entitled to the 8 public bank holidays each year. There

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are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Trade Union Representation

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or the previous working day if the 27th falls on a weekend or bank holiday day.

Salary Progression

Salary progression will be in accordance with the criteria approved by the Corporation.

Notice Periods

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term employees will serve notice as per their contract of employment. The notice period applicable during a probationary period is 1 month.

Location of Work

Your principal place of work will be at the site given in the contract of employment and job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

Equality of Opportunity

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be justified in relation to employment, education and training.