

Role Specification

Role Title	Lecturer in GCSE & Functional Skills - Maths
Department	Skills for Life and Transition
Responsible To:	Head of Department
Responsible For:	No Direct Reports
Staff Group	Teaching & Training

1: Purpose of Role

Inspire and empower students through delivery of high-quality teaching, learning and assessment to enable them to transform their lives through the power of education. Create a ready, respectful and safe learning environment. Provide essential guidance and support throughout their learning journey.

2: Key Responsibilities

2.1 Teaching, Learning & Assessment

- a) Deliver high quality teaching aligned with the curriculum and focussed on learning and outcomes.
- b) Effectively manage curriculum delivery using schemes of work, session plans, assessment materials, resource preparation, delivery, exams or tests and marking.
- c) Deliver inspirational teaching using relevant teaching & learning strategies that are learner centred.
- d) Conduct assessment activities, such as tests, examinations, assignments, keeping accurate records.
- e) Develop learner's mathematics, English, digital and wider employability skills.
- f) Inspire, motivate and raise aspirations of learners by setting and communicating high expectations and a passion for learning.
- g) Provide constructive and supportive feedback to enable learners to succeed.
- h) Monitor attendance and retention and take appropriate action with any concerns identified.
- i) Monitor student work against awarding body guidelines using effective tracking systems and working closely with course leaders, internal / external verifiers.
- j) Use pedagogic techniques and materials to deliver the curriculum to meet individual learning objectives.

2.2 Curriculum Area

- a) Work with the English & Maths Manager to ensure teaching materials are engaging.
- b) Maintain up to date knowledge of any government changes in curriculum for Maths.
- c) Develop and foster strong relationships with local employers and industry leads and organise enrichment opportunities such as visits, live projects, talks or competitions.
- d) Promote and embed education for sustainable development across learning and working practices and contribute to the College targets relating to sustainability.

2.3 Pastoral Care

- a) Safeguarding is everyone's responsibility here. You are required to actively contribute to the safeguarding, health, safety and welfare of all students in all aspects of your role and liaise with Learner Safeguarding and Wellbeing team members as necessary.
- b) Create working and learning environment that is safe and welcoming and ensure the students understand college expectations of them.
- c) Promote and support positive learner behaviour attitudes and wellbeing contributing to the College policy relating to Ready, Respectful & Safe and safeguarding policy.
- d) Develop and apply your knowledge of SEND (SEND / Complex / High Needs) learners to create an inclusive learning experience and work with learner support teams to develop learner confidence, autonomy and thinking skills.

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2.4 Marketing / Promotion / Student Enrolment

- a) Contribute to the marketing and promotion of the courses provided by the College.
- b) Participate in student recruitment, including interviews and open events.
- c) Assist current and new potential students in choosing the most appropriate learning programme that matches their aspirations / career paths.

2.5 Continual Professional Development

- a) Participate willingly in the college teaching practice quality processes along with the college performance review processes.
- b) Critically reflect on and evaluate your own practices, values and beliefs to improve learner outcomes.
- c) Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence informed practice.
- d) Collaborate with colleagues to develop your own skills and knowledge and help develop others.
- e) Understand your teaching role and responsibilities and how these are influenced by legal, regulatory, institutional and ethical contexts.
- f) Actively engage with personal development and CPD opportunities.

2.6 College General

- a) Familiarise yourself with college policies and procedures, including but not limited to: Safeguarding, Data Protection, Equality & Diversity and Health & Safety and ensure you are compliant.
- b) Embed equality, diversity and inclusivity throughout all aspects of your role.
- c) Develop collaborative and respectful relationships with learners, colleagues and external stakeholders
- d) Utilise digital technologies safely and effectively to promote learning and maintain accurate records.
- e) Act as a role model demonstrating the college core values in practice and take appropriate action should you identify others who are not.
- f) To call, attend and actively contribute to meetings as required.
- g) Undertake other duties relevant to your role and as may be directed by Executive Leadership Team, Senior Management or as directed.

This job description is current as at the date shown. This does not form part of your contract of employment and may be amended or updated as may be appropriate. Any changes will be discussed with you.