### Job Description

**POST:** Lecturer in Maths

**HOURS:** 35 hours per week

**SALARY:** Progression to point 14 on Lecturer Scale

**LOCATION:** Middlesbrough Campus

**LINE MANAGER:** FE Cluster Manager – A Levels, Maths and English

**Safeguarding Statement:**

The Northern School of Art, recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

## JOB PURPOSE:

Assist the FE Cluster Manager – A Levels, Maths and English, in the delivery of our GCSE Maths course, ensuring a high quality of teaching and learning for students and effective student achievement and progression.

# Main Duties & Responsibilities:

1. Teach Maths in a creative and enthusiastic way to a standard that is demanding and appropriate to the type of course and level of students.
2. Be responsible for teaching and effective student learning in the main subject area(s) and the promotion of Maths and English delivery/development.
3. Undertake teaching duties as directed, and to plan, prepare and deliver teaching and learning materials.
4. Set, supervise and assess students’ work in accordance with the policies of the School.
5. Prepare students ready for their exams.
6. Partake in the moderation of assessment as appropriate.
7. Maintain accurate recording of student attendance and assessment and fulfil all ancillary duties commensurate with the post;
8. Support the Cluster Leader in securing the relevance of teaching to curriculum needs;
9. Maintain the tutorial structure and undertake designated tutorial duties, assuming responsibility for tutorial guidance of students.
10. Support the FE Cluster Leader – A Levels, Maths and English, in the administration of all Maths related Courses, including the maintenance of the School’s quality systems related to Courses.
11. Maintain awareness of major issues in current education practice of the delivery mode of Maths.
12. Participate in student recruitment and admissions processes as directed.
13. Engage in relevant scholarly activity and / or research.
14. Ensure the safeguarding of learners at all times and report any potential issues without delay.
15. To have a student centric approach to delivering strategies to support all learners to achieve their potential regardless of any protected characteristics.
16. In addition to the duties listed above, the post holder may be required to perform some or all of the following: management of courses and curriculum development; consultancy; leadership and staff management; and additional administrative tasks, where appropriate.
17. Take a proactive approach to continuous professional development (CPD), through opportunities such as professional networking.

**General Duties:**

1. Ensure other members of the team have information to cover effectively for you in your absence.
2. To engage in professional development and networking to ensure that professional, and strategic contributions are up-to-date.
3. Ensure that the Corporation’s Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
4. Participate actively in the performance management scheme, agreeing objectives, attending reviews and undertaking professional development as required.
5. Ensure that the Corporation’s Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.
6. Ensure the safeguarding of learners at all times and report any potential issues without delay.
7. All employees are expected to be fully committed to policies/processes on equality, diversity, safeguarding and the Prevent Agenda.
8. Any other duties commensurate with the nature and level of the post, as directed by the Vice Principal (Student Experience) or the Principal.
9. This list is not exhaustive and is only an indication of responsibilities.

Signed: Date: Lecturer in Maths

Signed: Date:

Head of FE

##### Person Specification

###### Lecturer in Maths (FE)

| Specification, whether essential or desirable, and where the specification will be tested | ESSENTIAL | DESIRABLE | Application form / CV | Interview / selection test | References |
| --- | --- | --- | --- | --- | --- |
| Qualifications |  |  |  |  |  |
| Honours degree (or equivalent) or HND in Maths or related subject, or exempting professional experience | Y |  | Y |  |  |
| Teaching qualification, preferably Diploma for Teaching in the Lifelong Learning Sector (DTLLS) or equivalent | Y |  | Y |  |  |
| Postgraduate qualification in a relevant field |  | Y | Y |  |  |
| Assessor award |  | Y |  |  |  |
| IV Award |  | Y |  |  |  |
| Experience / Knowledge |  |  |  |  |  |
| Current and in-depth knowledge of GCSE Maths curriculum. | Y |  | Y | Y | Y |
| Experience of delivering GCSE maths to a high standard. | Y |  | Y | Y | Y |
| Current and in-depth knowledge of Functional skills Maths curriculum. |  | Y |  |  |  |
| Fully conversant with a range of subject specific IT packages | Y |  | Y | Y | Y |
| Able to use general Microsoft IT packages for the preparation of learning materials | Y |  | Y |  | Y |
| Awareness of government legislation of current changes | Y |  | Y | Y | Y |
| Experience of teaching / training preferably of teaching Maths within the FE sector |  | Y | Y |  | Y |
| Access to transport for work purposes |  | Y | Y |  |  |
| Experience of working with children or vulnerable adults. | Y |  | Y |  | Y |
| **Knowledge, skills and abilities** |  |  |  |  |  |
| Self-motivated and creative | Y |  |  | Y | Y |
| Planning and organisational skills with the ability to meet tight deadlines | Y |  |  | Y | Y |
| Ability to be innovative in curriculum delivery | Y |  |  | Y | Y |
| Able to inspire & enthuse students to initiate fresh ideas and see them through to completion | Y |  |  | Y | Y |
| Excellent verbal communication skills - able to communicate effectively with students, School staff at all levels, and with parents | Y |  |  | Y | Y |
| Good written communication skills – able to write effective schemes of work, lesson plans, assessment documentation and contribute to team self assessment | Y |  | Y | Y | Y |
| Ability to manage own workload and meet deadlines. | Y |  |  |  |  |
| Able to work effectively as a member of a team | Y |  |  | Y | Y |
| Able to deal effectively with people at all levels | Y |  |  | Y | Y |
| Willing to deliver hours flexibly according to need | Y |  |  | Y | Y |
| Adaptable – able to respond quickly to varying needs of the service | Y |  |  |  |  |
| Committed to regular updating of skills and knowledge | Y |  | Y | Y | Y |
| Reliable and punctual | Y |  |  | Y | Y |
| Knowledge of current issues and developments within FE and their impact on the delivery of art & design subjects |  | Y | Y | Y |  |
| Knowledge of administration requirements of the FE sector |  | Y | Y | Y |  |