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**Lecturer in Maths (Functional Skills)**

**Job Description**

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| **Area** | **:** | **Work Based Learning** |

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| **Salary** | **:** | **Competitive** |

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| **Hours of Work** ***(Full-time/Part-time)*** | **:** | **37** |

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| **Line Manager** | **:** | **Work Based Learning Lead**  |

 **Responsibility for** : Training and Assessment of Functional Skills to Apprentices within the workplace or in College;

 Supporting learner progress through a combination of planning, assessment and curriculum delivery;

 Promoting and safeguarding the welfare of children and young persons in line with College policies ; *and*

 The marketing and promotion of the provision to employers and stakeholders.

**Main Purpose of Job:**

To provide innovative and engaging teaching, learning and assessment to ensure provision:

* Meets the needs of learners, employers and other stakeholders;
* Is of the highest possible quality in terms of learner outcomes and learner satisfaction;
* Is effective, efficient and provide excellent value for money;
* Reflects the vision, mission, aims and values of the College;
* Is innovative, developmental and sector leading; *and*
* Promotes a culture of excellence and equality.

**Key Duties and Responsibilities:**

1. Carry out on-site training and assessments as well as delivery within College.
2. Ensure that all learners have a learning plan for the achievement of all elements of functional skills required and encourage all learners to upskill to Level 2.
3. Work with work based assessors and lecturers to develop individual plans for supporting functional skills.
4. Ensure that employers are aware of their responsibilities in relation to equality, diversity and inclusion as well as other relevant legislation.

**Assessment**

1. Co-ordinate the progress of all elements of Functional skills.
2. Facilitate Initial and Diagnostic Assessment.
3. Complete the Individual Learning Plan, where appropriate, including induction records and start and end dates.
4. Ensure that the learner is registered with the relevant awarding body through liaison with the curriculum area and examinations team.
5. Develop productive and inclusive working relationships with learners.
6. Assess the learner through appropriate assessment methods within required timescales.
7. Undertake progress reviews in accordance with College/Awarding Body requirements.
8. Ensure that learner achievement is logged and approved by the awarding body (i.e. signed off by External Verifier/Quality Consultant or Internal Verifier where there is direct claim status).
9. Complete all records necessary to support programme completion in an accurate and timely manner, including input into the work-based learning database where necessary.
10. Provide confirmation of SRF in line with Curriculum Area instructions.

**Work Place Assessment**

1. Establish the appropriateness of the work-based learning opportunities to ensure their relevance to the learning experience in conjunction with employers.
2. Liaise closely with other staff, as appropriate.
3. Effectively co-ordinate on and off the job learning and assessment activities.
4. Undertake vocational assessments and training in the workplace.
5. Support learners in their studies, preparing assessment records and reports on learner progress.
6. Contribute to the Course Review and Internal Verification processes and to the Self Assessment of the Faculty.
7. Keep accurate records of work placements.

**Generic Duties and Responsibilities:**

1. Promote a culture of innovation, excellence and equality.
2. Reflect the vision, mission and values of the College.
3. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
4. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
5. To actively contribute to the risk management of the College.
6. To positively promote and implement the College’s strategies on equality, diversity, safeguarding.
7. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
8. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
9. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***

**Lecturer in Maths (Functional Skills)**

**Person Specification**

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** |
| Essential |  |  |  |  |  |  |
| * Degree *(or equivalent*) in a relevant discipline *(Maths)*
 | **✓** |  |  |  | **✓** |  |
| * Teacher trained *(PGCE, DTLLS or CertEd)* or working towards
 | **✓** |  |  |  | **✓** |  |
| * Evidence of ongoing professional development
 | **✓** |  |  |  | **✓** |  |
| * GCSE Grade C *(4/5)* in English and Maths
 | **✓** |  |  |  | **✓** |  |
| Desirable |  |  |  |  |  |  |
| * Assessor Awards *(or working towards)*
 | **✓** |  |  |  | **✓** |  |
| **Skills and Experience** |
| Essential  |  |  |  |  |  |  |
| * Experience of lecturing or the ability to teach Level 1, 2 and 3 in Maths
 | **✓** |  | **✓** |  |  | **✓** |
| * An awareness and understanding of contemporary developments in education in the field of Maths
 | **✓** |  | **✓** |  |  | **✓** |
| * Proven ability to teach learners of varied needs and abilities
 | **✓** |  | **✓** |  |  | **✓** |
| Desirable |  |  |  |  |  |  |
| * An outstanding lecturer
 | **✓** | **✓** | **✓** |  |  | **✓** |
| * A proven record of contributing to the development of course materials for courses offered by the department
 | **✓** | **✓** | **✓** |  |  | **✓** |
| * Recent industry experience
 | **✓** |  | **✓** |  |  | **✓** |
| * Evidence of innovation in designing or delivering courses
 | **✓** |  | **✓** |  |  | **✓** |
| **Personal Attributes** |
| Essential |  |  |  |  |  |  |
| * Excellent inter-personal skills with ability to develop positive working relationships at all levels *(internally and externally to College)* and to translate ideas into actions
 | **✓** |  | **✓** |  |  |  |
| * Emotional intelligence, self-awareness and confidence
 |  | **✓** | **✓** |  |  |  |
| * Accuracy and attention to detail
 | **✓** |  |  |  |  |  |

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|  | **Assessment Method** |
| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation  | Application Form | \*Test | Interview | Psychometric Testing | Qualification Certificates | References |
| **Personal Attributes *(continued)*** |
| Essential |  |  |  |  |  |  |
| * Excellent organisational skills, ability to prioritise and work effectively under pressure
 |  |  | **✓** |  |  | **✓** |
| * Flexible approach to working
 |  |  | **✓** |  |  | **✓** |
| * Demonstrate an understanding and commitment to equality, diversity and inclusion in both the work and learning environment
 |  |  | **✓** |  |  | **✓** |
| * Commitment to on-going professional development
 | **✓** |  |  |  |  | **✓** |
| * An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults
 |  |  | **✓** |  |  |  |

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| **Other requirements for employment**  |
| Essential  |
| * Enhanced DBS check
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Updated: June 2023