
Post Title	Lecturer in Maths GCSE & Functional Skills
Location	Craven College, Skipton (Multi-site)
Rate of pay	Main Grade Lecturer (Points 5 – 14) £22,443 - £32,552 per annum
Hours	37 hours per week
Responsible to	Head of Maths and English
Special Conditions	Flexible working arrangements A full DBS Certificate via the Disclosure and Barring Service will be required
Closing Date	Sunday 28 April 2019
Interview Date	tbc
Post No.	A527

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) lsmith@craven-college.ac.uk

MAIN JOB PURPOSE

To teach a range of units from Mathematics programmes (Functional Skills and GCSE) across the College and to act as Programme Tutor for one or more Mathematics courses.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To teach a range of units from Mathematics programmes;
- To develop and design appropriate learning materials for a variety of learners;
- To act as Programme Tutor and provide support and guidance to students and staff, as necessary;
- To prepare, mark, assess and record students work as necessary to meet Quality Assurance and self-assessment requirements within deadlines;
- To implement appropriate College Quality Assurance procedures and carry out relevant recording and administrative tasks to meet deadlines;
- To meet quality standards with particular reference to retention and achievement and be responsible for monitoring and reporting on continuous performance and improvement within the Mathematics provision;
- To participate in curriculum development and promotional aspects of the curriculum;
- To attend relevant College team meetings in line with College requirements;
- To function as an effective team member across the College, as appropriate;
- To measure the success, retention, achievement and recruitment of your learners by different equality strands and put in place action plans to address any underperformance;
- To participate in the College's Appraisal scheme and undertake professional updating/staff development as required to meet the needs of the School and College;

- You will be expected to be fully conversant with and implement the College's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
 - To measure the success, retention, achievement and recruitment of your learners by different equality strands and put in place action plans to address any underperformance;
 - To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
 - To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Degree or equivalent professional qualification in mathematics or related subject area;
- GCSE English Grade A*- C;
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed or equivalent (or working towards);
- Recent relevant experience of teaching mathematics to a high standard;
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
- Excellent interpersonal skills and organisational skills;
- Interest and understanding of current educational initiatives;
- Ability to work flexibly and on own initiative to meet the needs of the College;

- Ability to motivate staff and work effectively as a team member;
 - Ability to achieve consistently high standards under pressure;
 - Ability to liaise effectively with external bodies and agencies;
 - Willing to undertake professional development linked to the needs of the College;
 - Computer literate;
 - Driving Licence and access to an appropriately insured vehicle.
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DESIRABLE REQUIREMENTS

- Experience of teaching to A Level standard;
 - Experience of course tutorship;
 - Ability to apply a range of ILT techniques within teaching;
 - Sound knowledge of quality issues in Further Education;
 - Experience in standardisation of functional skills.
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