

## Job Description

Job Title	<b>Maths Lecturer (16-18)</b>
Reports To	<b>Assistant Director</b>
Contract	<b>Full-time, Permanent</b>
Grade	<b>Qualified Lecturer Band (spine 3-10)</b>
Location	<b>Eastham, Stratford, and Institute of Technology</b>

## Our Vision

### Mission statement

The mission of the College is to develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers.

### College Values

-  **Ambitious** – *We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.*
-  **Successful** – *We build resilience and determination to achieve great results, celebrating individual and collective success.*
-  **Professional** – *We foster high levels of professional standards, with an emphasis on integrity and accountability.*
-  **Innovative** – *We strive to be at the forefront of innovation for education, skills and employment.*
-  **Respectful** – *We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.*
-  **Engaging** – *We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.*

### Equality of opportunity

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

### Safeguarding of children and vulnerable adults

The College is committed to safeguarding, promoting all learners' welfare, and expects its staff to share this commitment. All posts in the College are subject to a Children's Barred List check. All posts are subject to a Disclosure and Barring Service check at Enhanced Level.

## Job Purpose

As a Mathematics Lecturer, you will be at the forefront of guiding the intellectual development of the next generation. Your role extends beyond teaching mathematical concepts; you will be cultivating problem-solving skills, logical reasoning, and a deep understanding of quantitative methods essential for success in various fields.

Through engaging lessons and practical applications, you will empower students to explore mathematical principles, tackle real-world challenges, and develop resilience in the face of complex problems. By fostering a supportive learning environment and promoting active participation, you will inspire confidence and curiosity in your students, encouraging them to pursue further studies and careers in mathematics-related fields.

Your dedication to shaping mathematical thinkers will not only enhance academic achievement but also prepare students to excel as innovative problem solvers and analytical thinkers in an ever-changing world.

## Key Duties and Responsibilities

### ***Teaching, Learning & Assessment***

- To plan and deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with college standards and meet awarding body expectations.
- To implement curriculum and course development and curriculum delivery within the area of work.
- To develop schemes of learning and work (SOLW) /materials in line with course aims, objectives, mode of assessment and accreditation.
- To contribute effectively to teamwork in course delivery across programmes as necessary, including group tutorials for those on study programmes.
- To work within the course team to review the course and participate in the College quality assurance cycle and to complete course reviews and action plans.
- To attend regular course team meetings and to offer and provide support to team members.
- To be involved with course moderation/verification of assessed work.

### ***Supporting Students***

- To interview students and to take part in enrolment, open days, marketing events, parents' evenings, and induction onto programmes in year.
- To act as a Course Tutor for at least one group of students. To meet students regularly on an individual basis to discuss academic progress and to support students in their choice of progression routes.
- To deal with those students who are not performing to required standards in line with college procedures for at risk and intervention including formal meetings.
- To identify students requiring extra support and refer them to Additional Learner Support and plan for inclusive approaches in class delivery as appropriately against EHCP and support plans.
- To maintain high standards of student conduct by monitoring and supporting positive behaviours
- To liaise with parents/carers and external agencies as appropriate to provide pastoral care.
- To assist where appropriate, with the establishment and monitoring of student work placements.

#### ***Course Management and administration***

- To keep accurate and updated course and student records, including registers, reports, including student assessment and achievement, learner intended and actual destination information.
- To provide accurate course and student information as required by the College including contribution to local self-assessment and quality improvement action plans.
- To monitor student attendance and timekeeping by ensuring that registers are completed daily.
- To complete termly reports on students' progress and to write references as required to support positive onward progression.

#### ***General***

- To be aware of the principles of safeguarding children and young people as they apply to the role with the College. Actively promote and implement the College's Safeguarding Policy
- To be involved in college staff development and training schemes and participate in PDR procedures within the school.
- To adhere to the College's Single Equality Scheme with respect to staff and students and champion inclusion in all practices
- To comply with and implement the College's Health and Safety policy.
- To undertake any other reasonable duties and responsibilities as may be required.

## Person Specification

### **Qualifications:**

Essential qualifications include a bachelor's degree specifically in Mathematics or a closely related field such as Applied Mathematics, Mathematics Education, or Pure Mathematics, along with a teaching certification or license. Professional qualifications such as a Postgraduate Certificate in Education (PGCE) or Level 5 Diploma in Education and Training.

Desired qualifications encompass a master's degree in mathematics or mathematics education, additional certifications such as Advanced Placement (AP) or International Baccalaureate (IB) training, and experience teaching diverse student populations. Proficiency in educational technology and innovative teaching methods is highly valued.

Applicants should possess or be actively pursuing a Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS), along with a minimum of two years' experience in a mainstream primary or secondary school or further education setting.

### **Experience & knowledge:**

- Relevant and recent industry experience
- Successful experience of designing and delivering learning in relevant teaching/vocational areas
- Successful teaching/training experience with young people/adults, within the specified curriculum area.
- Track record of quality assurance/improvement contributions and leadership
- Demonstrable knowledge of incorporating Equality and Diversity & British Values, alongside employability skills within the curriculum.
- Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge.
- An understanding of health and safety requirements of a working environment.

### **Abilities and Skills:**

- The ability to deliver excellence in teaching, learning and assessment.

- Ability to embed English, Mathematics, and “soft” employability skills & work behaviours in vocational classes.
- Ability to relate to and motivate students from a variety of backgrounds and ages, and to employ effective and engaging teaching and learning strategies.
- IT Skills: use of Microsoft packages, interactive white boards, MS Teams, SharePoint, VLE and online tracking & recording
- Good standard of written/verbal communication skills
- Good interpersonal skills working with colleagues, students, parents, and external agencies.
- Ability to increase recruitment, retention and achievement whilst maintaining quality standards.
- Self-starter, well-motivated and enthusiastic with a successful track record in continuous personal development in vocational area and general pedagogy

**Other:**

- A satisfactory DBS disclosure at Enhanced level.
- Demonstrable commitment to the College’s vision and values.

**The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.**

**Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and/or regularly working at more than one site.**