

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Lecturer in GCSE/Functional Skills Mathematics	Post Number:	LC1218P
Daily Supervision:	Curriculum Lead for Maths	Grade:	Lecturer 2-7
Department:	Study Programmes/Maths	Last Updated:	September 2023

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To provide the highest quality educational experience in Mathematics programmes using curriculum knowledge and experience to deliver teaching, learning and assessment that inspires students and prepares them for progression to employment or higher education.

To contribute to the development of the curriculum in line with local, regional and national needs and contribute to the positioning of these courses as the premier local choice for studying Mathematics.

The post is based at Lincoln but may involve teaching at other centres and will include online digital delivery.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To contribute to delivering learning, assessment and teaching across Mathematics programmes – with a specific focus on (but not limited to):
 - GCSE Mathematics Higher/Foundation tier
 - Functional Skills Mathematics Entry Level 1 - Level 2
2. To contribute to the development of specialist courses, helping to maximise success rates and raise recruitment.
3. To support student progress through tuition, assessment and guidance.
4. To complete and maintain student individual learning plans and other records connected to learning and progression.
5. To carry out the role of progress coach and programme coordinator as required.
6. To assist with the operation and commercial development of the School.
7. To contribute to the process of programme marketing and the recruitment and selection of students.
8. To liaise and provide advice and guidance for curriculum teams as appropriate
9. To assist with the operational and commercial development of the School.
10. To liaise with schools, parents, universities and/or employers as appropriate, to optimise student progression.
11. To contribute to the continued professional development of staff as part of the Learning, Assessment and Teaching Strategy.
12. To participate in any cross-college/working party groups as from time to time may be established.
13. To accept responsibility for the implementation of the College's Equality and Diversity policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
15. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
16. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
17. To maintain quality standards appropriate to the post.
18. To conform with the Health and Safety requirements relevant to the post.
19. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

	Knowledge	PSM
1	Honours degree in Mathematics or related subject i.e. Statistics	A/I
2	Certificate in Education, PGCE/PGDE or equivalent or the ability and willingness to obtain a Level 4 professional teaching qualification within 1 year of commencing employment.	A/I
3	Specialist qualification in teaching numeracy	A/I
4	GCSE (or equivalent) in Maths and English	A/I

	Skills/Abilities – Interpersonal	PSM
5	The ability to teach and manage learning across a range of Mathematics programmes from Entry Level to Level 2	A/I/T
6	The ability to communicate effectively to a wide range of people	A/I/T
7	Good presentation skills	A/I/T
8	The ability to respond to individual learning needs	A/I/T
9	The ability to work in a non-discriminatory manner	A/I/T

	Experience	PSM
10	Proven competence of teaching on Mathematics programmes	A/I
11	Experience of teaching 16-18 year olds and adults	A/I
12	Delivery of both classroom-based and remote learning	A/I
13	Intervention through target setting and personalised learning	A/I

	Work Related Circumstances	PSM
14	The ability and willingness to undertake relevant staff development	A/I

	Skills/Abilities - Other	PSM
16	Good organisational/planning skills	A/I/T
17	Appropriate level of IT skills to undertake relevant duties i.e. Teams, Excel, Word and PowerPoint or the willingness and ability to undertake relevant training to support online delivery i.e. Canvas, Century etc	A/I
18	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I

Prepared By:	Assistant Principal for Study Programmes
Date:	September 2023

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

