



JOB DESCRIPTION	
JOB TITLE	Maths Lecturer
PAY/GRADE	Unqualified: £27,750 - £29,400 per annum Qualified: £30,274 - £35,033 per annum
HOURS	37 hours per week, all year round
REPORTS TO	Head of Faculty
LOCATION	JobSmart
JOB PURPOSE	
<p>To provide teaching, learning and assessment to learners and students across, depending on the needs of the faculty. To plan, prepare and develop schemes of work, session plans, teaching and learning resources, learning and assessment plans. Deliver and assess essential knowledge and understanding to learners. Create individual SMART learning targets linked to a learner study programme/course. Be responsible for recording student progress and maintain and update knowledge of the subject and / or vocational area. Maintain and update knowledge of educational research to develop evidence-based practice. Motivate and inspire students to achieve targets and develop their skills to enable progression. Reflect on what works best in teaching and learning to meet the diverse needs of students. Adapt curriculum delivery methods to maximise their effectiveness, including through the use of technology. Carry out internal verification/moderation.</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> • Plan, prepare and develop effective schemes of work, lesson plans, teaching and learning resources including the development of on-line learning resources for identified modules • Deliver inspiring sessions across the curriculum using a wide range of teaching methods for identified modules • Develop and employ effective assessment activities for identified modules • Assess student work, provide constructive and timely feedback to motivate and inspire the learner to improve and record learners' progress for identified modules • Create SMART targets, record and monitor progress against them. Implement positive interventions where needed, for students undertaking identified modules • Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence • Consider and employ the most effective delivery methods, including blended learning and technology enhanced learning • Carry out internal verification duties in line with quality assurance processes • Undertake review processes to develop and improve identified course(s) • Implement evidence-based strategies to ensure high levels of retention, achievement, success and attendance for identified cohorts • Develop and strengthen relationships with learners and provide support to ensure successful outcomes • Contribute to the marketing of courses, learner IAG and enrolment processes • Participate in student recruitment activities, including interviews and open evenings • Maintain and actively engage in quality and professional standards • Participate, as appropriate, in the College's examination process • Ensure that effective Induction programmes are delivered for learners 	



- Attend and contribute to course team meetings and any other meetings as required including those for learner surveys, learner forum, course reviews and AMR for UCP when necessary
- Deliver all components of the study programme including English and Maths and Work Experience, encouraging entrepreneurship in teaching and learning activities

Scheduled Teaching Commitments

- Formal class contact e.g. teaching groups of students in classrooms / online, laboratories, studios, workshops, in the community, on an employer's premises, outdoors, on residential and by open and distance learning
- Invigilating and supervising examinations and tests
- Assessing individuals and small groups both inside and outside the College
- Tutorial and supervision work with individual students and groups both inside and outside the College
- Timetabled availability to students in learning resource centres etc.
- Academic and other guidance and counselling activity
- Timetabled community development work with clients in a learning context
- The number of teaching hours and remission per academic year will be advised and is subject to change in accordance with the needs of the service

OTHER

- Deliver, promote and support good practice in relation to equality, diversity and inclusion, and compliance with the IEG policies and procedures
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group
- Promote and consistently exemplify behaviours in line with IEG Core Values
- Cooperate with, promote and maintain a safe and healthy working environment and responsibility for own health and safety
- The post holder will normally be expected to use their knowledge, skills and experience to deal with work problems, prioritise their workload and take decisions commensurate with their post and its level of responsibility
- Any other duties that are reasonable and commensurate with the level of the post as required and following consultation with the postholder.

TERMS AND CONDITIONS

Contract	Permanent
Pension	Teachers' Pension Scheme
Holiday	37 days per year, plus bank holidays and discretionary days (pro-rata for part-time staff)
Probation	New appointees to the College are subject to a 10 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

APPLICATION PROCESS

Applicants should complete the College's online application form

<https://ieq.ac.uk/work-for-us/>

PERSON SPECIFICATION Maths Lecturer

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
QUALIFICATIONS	E	D				
Level 5 Teaching qualification (e.g. DTLLS, Diploma in Education and Training, Cert Ed or PGCE) * (see notes below)		D	✓			
Minimum level qualification to teach subject – level 3 or 4, HND, degree or professional industry qualifications	E		✓			
Level 3 teacher/training qualification (e.g. PTLLS) or commitment to working towards		D	✓			
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
Assessor and Internal Verifier qualifications (if relevant to subject area)		D	✓			
EXPERIENCE						
Industry/commercial experience in subject area/s	E		✓	✓		
Previous teaching experience		D	✓	✓	✓	
E learning skills in order to develop resources and provide learning pathways for learners		D	✓	✓		
KNOWLEDGE						
Up to date knowledge of current initiatives impacting on vocational/subject area	E			✓	✓	
Knowledge of MS office applications	E		✓	✓		
KEY SKILLS						
Enthusiastic and motivated	E			✓		
Team player and also able to work on own initiative	E			✓		
Ability to make decisions	E			✓		
Time Management and Planning skills	E			✓		
Administration and organisation skills	E			✓		
Ability to inspire and motivate learners to achieve their optimum	E			✓		
Exceptional verbal/written communication and interpersonal skills	E			✓		
Ability to be adaptable and flexible towards the requirements of different learner needs.	E			✓		
Ability to provide productive insight into the review process and development of identified programmes.	E			✓		
OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		✓
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		✓

Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check
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Assessment Criteria: A = Application, I = Interview, T = Test, R = References

*Successful applicants who do not have the Level 5 teaching qualification as set in the person specification will be employed initially as an Unqualified Lecturer and the College will provide training to achieve the qualification, which must be achieved within 3 years of employment. This is explained in the contract of employment and Learning and Development Policy.