

CINO105844 - Course Leader in Maths	
Hours:	37 hours per week, 52 weeks per year
Salary:	£29,510 - £36,268 Per Annum
Duration:	Permanent
Location:	Colchester

Are you ready for your next career move in a dynamic and rewarding environment?

Colchester Institute's mission to deliver first-class education, professional development and technical skills training to develop careers and strengthen the local economy. Our core values include placing the success and wellbeing of students and an outstanding student experience at the heart of our choices.

We are currently looking for a Course Leader in Maths to conduct teaching/learning activities appropriate to the needs of individual learners, courses and the curriculum in Further Education.

The successful candidate will lead on curriculum developments including the embedding of Maths into the curriculum, lead and contribute to specialist project teams as necessary in Faculty or cross College matters and to disseminate information from such work to internal and external stakeholders.

If successful, you will be welcomed to the College with a full induction programme to support you in your new role. The College is also committed to staff development and offers an excellent staff benefits package.

Closing date:	2nd March 2021
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To apply please complete our Application form on our website.

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on jobline@colchester.ac.uk or call 01206 712333 if you have any queries or would like further information.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.

Please visit our website www.colchester.ac.uk to obtain further details about the College.

Colchester Institute Job Description

Job Title:	Course Leader in Maths
Regulated Activity:	Yes
Responsible To:	Head of Maths and English
Line Management of other staff:	No
Location:	Colchester
Salary:	Range L30-37

Purpose Statement:

To develop and deliver Maths in line with College policy, including research and application of best practice and the dissemination of developed information across the College and to external stakeholders. To take part in quality assurance processes including, standardisation, moderation and the marking of assessments.

Main Duties & Responsibilities:

1	To conduct teaching/learning activities appropriate to the needs of individual learners, courses and the curriculum, keeping attendance records and maintaining student discipline.
2	To provide accurate and timely assessment and feedback to learners, and maintain assessment records, in line with College policy.
3	To act as a course leader for maths qualifications and maintain appropriate records and quality systems.
4	To offer advice, support and guidance on delivery to lecturers on all aspects of maths qualifications/specifications including using technology as a development tool and mentoring new staff where appropriate.
5	To lead on curriculum developments including the embedding of maths into the curriculum, and to lead and contribute to specialist project teams as necessary in Faculty or cross College matters and to disseminate information from such work to internal and external stakeholders.
6	To coordinate the process of standardisation and moderation of maths qualifications/modules, teaching, learning and assessment including feeding back to tutors on quality issues, liaising with awarding bodies and carrying out the necessary administration to ensure successful outcomes.
7	To co-ordinate and undertake marking of assessments as required.
8	To develop and update personal professional expertise in the relevant subject areas.

9	To research and advise on up-to-date teaching methods, modes of delivery and new curriculum initiatives and to deliver staff development sessions on the above to internal and external stakeholders.
10	To establish and conduct regular meetings with staff working in the subject area and use technology to effectively share information.
11	To liaise with Area Heads and Course Leaders as necessary.
12	To actively promote the College's programmes, attend open evenings, applicant evenings, careers events, school visits and similar marketing and publicity activities.
13	To maintain and extend links with external organisations as appropriate.
14	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Colchester Institute Person Specification

Position: Course Leader in Maths

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 or above and/or a professional qualification in a relevant subject or equivalent.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Recent relevant CPD relating to subject specialism.		✓	A
QTLS		✓	A
Experience			
Experience of teaching GCSE	✓		A
Experience of working with a wide range of learners at different levels	✓		I
Experience of supporting the development of teaching and support staff	✓		A / I
Experience of curriculum development in the area of mathematics		✓	A / I
Experience of teaching mathematics to level 3		✓	A / I
Experience of using ICT as an effective teaching tool		✓	A / I
Experience of leading teams		✓	A / I
Knowledge and Skills			
An understanding of the educational issues relating to the development of mathematics	✓		I
An understanding of CPD issues relating to the development of mathematics skills in line with the national agenda	✓		I
Demonstrate the ability to plan and deliver imaginative and motivational sessions with a	✓		I

clear focus on the needs of the individual learner			
Demonstrate the use of e-learning tools to support learning	✓		I / P
Excellent interpersonal, oral and written communication skills	✓		I
Ability to deliver staff development sessions	✓		I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices	✓		I
Excellent IT Skills	✓		I
Proven organisational skills with a view to producing the necessary paperwork for all required Quality processes and meet deadlines	✓		I
The ability to take responsibility for own development, actively pursuing learning and development opportunities		✓	I
Personal Attributes			
Proven emotional resilience and determination to persist with a task under challenging circumstances	✓		I
A strong commitment to equality and diversity	✓		I
Enjoys working collaboratively and seeking collaborative opportunities	✓		I
Ability to work flexibly to meet changing needs and work demands	✓		I
Continuously improving and commitment to own personal and professional development	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test