

## JOB DESCRIPTION

### JOB IDENTIFICATION

<b>Job Title:</b>	<b>Lecturer in GCSE Maths</b>
<b>Responsible To:</b>	<b>Head of Curriculum</b>
<b>Department:</b>	<b>GCSE</b>
<b>Salary:</b>	<b>Qualified Lecturer</b>

### JOB ROLE

Provide a comprehensive level of teaching, exam preparation and exam workshops for students studying GCSE Maths. You will work with the guidelines and plans already in place from the central GCSE team at Sandwell College, including preparing, carrying out and marking mock exams, to ensure students achieve their highest potential within GCSE Maths.

### KEY DUTIES

<b>No</b>	<b>Description of Duties</b>
1	Deliver specific programmes as directed by your line manager
2	Participate in curriculum development and planning
3	Maintain appropriate records for both academic and administrative purposes
4	Carry out administrative duties in accordance with the general policy framework of the college
5	Take responsibility of courses and course tutorship including personal tutoring
6	Assume joint responsibility within course teams for quality of course delivery
7	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
8	Identify and develop materials suitable for teaching and learning purposes
9	Assist in the development of effective support systems for students on mainstream programmes

10	Support the expansion and development of the learning provision
11	Carry out academic duties in accordance with the general policy framework of the college
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Support fully at all times the colleges aim and objectives
14	Ensure a high level of confidentiality at all times
15	Undertake appropriate in-service training when required to do so

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Cadbury Sixth Form College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

## PERSON SPECIFICATION

**Job Title: Lecturer**

Candidates will be assessed for shortlist and interviewed against the following criteria.

Short listing criteria		Essential	Desirable
<b>1. Qualifications</b>			
1.1	A degree and/or appropriate professional qualification relevant to the department	X	
1.2	Certificate in Education or Level 5 Teaching Qualification		X
<b>2. Experience</b>			
2.1	Experience of excellent teaching and learning practice	X	
2.2	Demonstrate experience of preparing and evaluating appropriate learning materials	X	
2.3	Experience of delivering relevant qualifications	X	
2.4	Knowledge of key skills/functional skills	X	
2.5	Experience of internal verification/moderation		X
<b>3. Skills/Abilities</b>			
3.1	Be able to work as part of a team	X	
3.2	Be able to present information to learners and colleagues using ILT	X	
3.3	Good organisational and administrative skills	X	
3.4	Ability to work under pressure	X	
3.5	Ability to inspire and motivate students	X	
3.6	Ability to teach using diverse methods and adapt to needs of particular student groups	X	
<b>4. Qualities</b>			
4.1	Willingness to work within a team to implement strategic policy	X	

4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	X	
4.3	Prepared to actively participate in new developments	X	