

Job Description

Job Title:	Lecturer (Multiply Project)
Responsible To:	Adult Community Projects and Delivery Manager
Line Management of other staff:	No
Location:	Colchester based but willing to travel
Salary:	£29,507 - £32,238 per annum + £5,000 per annum supplement for additional responsibilities
Date of last review:	June 2024

Purpose Statement:

To deliver very short Multiply and employability programmes to adult learners both within the community and at college campuses. While the Multiply initiative has basic maths at its core, applicants to this role do not have to hold specific high-level maths qualifications. Delivery will focus on the application of basic but fundamental numeracy concepts to enable adults to better navigate their way through the cost-of-living crisis and / or to progress their career aspirations.

A key part of this role will be to build confidence in adult learners and provide support and encouragement in their use of everyday numeracy to better their lives.

There are no formal qualifications associated with the concept of multiply delivery and as such summative assessment of candidates will not be required.

The successful candidate will have a flexible approach to delivering mathematical concepts and or short formal qualifications to a wide range of adults **including within HMP Chelmsford, Schools, Job centres and other community organisations.**

Main Duties & Responsibilities:

1	To plan and conduct teaching and learning activities appropriate to the needs of individual students, keeping attendance records and maintaining a positive learning environment.
2	To prepare / tailor teaching and learning materials that meets student needs.
3	To track and monitor learner progress throughout sessions and provide effective feedback to enable learners to make good levels of improvement and progress.
4	To counsel and guide students in respect of their progress and, as appropriate, their pastoral concerns and needs, making referrals to specialist services as appropriate.
5	To create a highly enjoyable learning experience for adult students that both encourages and entuses them to learn more and clearly demonstrates the personal benefits of their new knowledge.
6	To contribute to the work of subject, programme and project delivery teams as appropriate.

7	To, at all times, maintain high expectations of learner's work, commitment, and conduct, taking action to ensure the highest of standards are met for all students.
8	To evaluate continuously and improve the quality of learning and teaching within your sessions utilising and engaging with the college's staff development, observation programmes and performance reviews.
9	To complete all associated administrative paperwork and duties accurately and timely to meet quality, funding, project and audit standards
10	To represent the college professionally and positively at all times and specifically at external community venues.
11	To develop, maintain and extend links with external organisations as appropriate.
12	To undertake the necessary training requirements / induction processes required by community groups / external organisations.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, 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

Person Specification

Job Title:

Lecturer (Multiply Project)

Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 or above and/or a professional qualification in relevant subject area 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
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Experience	Essential	Desirable	How is this assessed?
Teaching or training experience with high levels of success	✓		A
Experience of successful programme delivery including meeting college targets.		✓	A
Evidence of well-planned and effective delivery of differentiated learning	✓		I
Experience of developing effective learning and assessment materials		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
Excellent interpersonal, oral and written communication skills	✓		I
A sound understanding of basic mathematical concepts	✓		A / I
Ability to effectively encourage and motivate others.	✓		I
Ability to develop ideas and new, student-centred approaches responding to individual learning styles	✓		A / I
E-Literate and able to effectively utilise IT in the classroom, including social networking, Virtual Learning Environments (VLE) and e-tutoring		✓	I

Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I
High commitment to learners and the ability to stretch and inspire them.	✓		I
Ability to work flexibly to meet changing needs and work demands.	✓		I
Ability to travel to external community settings within Essex.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

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