 **Job Description**

**Post title:** Maths Advanced Learning Practitioner

**Responsible to:** Director of Learning – Learning and Life Skills

**Salary:** AoC Scale Point 37 (£38,387 per annum)

**Purpose of Job:**

* Provide outstanding teaching both on the College’s mainstream adult numeracy provision and on projects, e.g. Multiply, delivering maths courses within the wider College curriculum such as maths for vocational subjects or maths for life skills; to deliver this teaching both onsite and in community venues, ensuring that achievement and the learner experience are exceptional and modelling excellent practice.
* Develop the practice of teachers using a variety of CPD strategies and carry out observations and learning walks to measure the quality and consistency of teaching and learning in maths provision to identify staff training and curriculum development needs.
* Lead on curriculum development initiatives to enhance the quality of teaching, learning and assessment across the College’s maths provision at all stages of the learning cycle.
* Work with the Digital Learning Manager and managers of the Learning Centre and Library to promote independent learning and engagement with digital learning.
* Develop resources for learners and teachers that will enable independent learning and enhance teaching and learning in the classroom; this will include developing new courses, accredited and non-accredited, and liaising with teachers of other subjects to create contextualized maths courses.

**Main Duties and Responsibilities:**

* Teach an agreed allocation of teaching hours per year (including cover teaching) both onsite and offsite, on the mainstream adult numeracy provision and on projects such as Multiply, and implement teaching strategies which ensure learners are successful and have an outstanding learning experience.
* Model outstanding practice in own teaching, being peer observed as necessary so that teachers can develop their own understanding of what outstanding teaching and learning looks like.
* Carry out observations of maths teachers, providing high quality diagnostic feedback and identifying appropriate strategies to address areas for improvement or development.
* Provide coaching to support improvement or development on aspects of teaching and learning identified through observations and coaching.
* Carry out learning walks to measure consistency and quality across the department and use this to inform further training for staff.
* Plan and lead a programme of CPD in consultation with the Curriculum Manager and Director of Learning, which is informed by latest research on best practice in maths teaching and by the department’s quality improvement plan priorities and emerging in-year findings.
* Promote and facilitate the sharing of good practice in relation to teaching and learning across the department.
* Lead on curriculum development initiatives in consultation with the Curriculum Manager and Director of Learning to ensure consistently good practice across the College’s maths provision at all stages of the learning cycle in areas such as initial assessment, diagnostic assessment, RaRPA processes, schemes of work, lesson planning, IAG on next steps etc.
* Assist the Curriculum Manager with standardisation, internal verification and supervision of exams.
* Lead on the development of teaching and learning resources for face-to-face and online teaching both for the mainstream adult numeracy provision and also for maths delivered across the wider College curriculum; this will include developing new bespoke courses for projects such as Multiply and as part of the wider College curriculum, from tasters up to qualification courses and liaising with teachers of other subject areas to create contextualized maths courses.
* Work closely with the Digital Learning Manager to improve the quality of digital learning across the department and support both teachers and learners to develop their digital skills.
* Work closely with the managers of the Learning Centre and Library, to promote independent learning, leading on the development of both digital and hard copy resources which learners can use independently to consolidate their numeracy skills.
* Identify educational research and current good practice across the sector to inform and support CPD and curriculum development in maths at the College.

**General:**

* Comply with and actively promote all College policies with full regard for equalities, health and safety and safeguarding requirements.
* Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
* Be a role model of excellence and professionalism for all staff and students.
* Perform other duties as may be required by the Line Manager or the Principal to ensure the efficient functioning of the College.
* Salaried teaching roles will require teaching on Saturdays or evenings; this will be discussed with you at interview.

**Other Duties and Responsibilities:**

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS).

The job description is accurate as at December 2021 but is subject to change and development in line with the needs of the College.

**PERSON SPECIFICATION – Maths Advanced Learning Practitioner**

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

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|  |  | **Essential** | **Desirable** | **Method of Assessment**  A - Application form  I - Interview  T- Test |
|  | **Qualifications** |  |  |  |
| 1 | Teaching qualification to DTLLS/PGCE/Cert Ed level, or equivalent) with maths Subject Specialism | ü |  | A |
| 2 | Literacy qualification of at least Level 2, and Numeracy qualification of at least Level 3 | ü |  | A |
| 3 | Educated to degree level or equivalent | ü |  | A |
| 4 | Evidence of professional development in teacher training |  | ü | A |
| 5 | Evidence of extensive self-directed CPD to support a constantly evolving personal teaching practice. | ü |  |  |
|  | Experience |  |  |  |
| 6 | Substantial experience of successful maths teaching to adults from Entry level to GCSE, both online and face-to-face, and with a track record of excellent achievement rates. | ü |  | A/I |
| 7 | Experience of promoting equality and diversity and British Values in all aspects of professional practice | ü |  | A/I |
| 8 | Experience of observing teachers and providing developmental feedback |  | ü | A/I |
| 9 | Experience of providing professional development to teachers including coaching, mentoring and training | ü |  | A/I |
|  | Knowledge, skills and abilities |  |  |  |
| 10 | Excellent practitioner, ensuring own teaching practice models best practice for both face-to-face and online teaching | ü |  | A/I |
| 11 | Excellent understanding of what constitutes good teaching and learning including a range of teaching, learning and assessment strategies currently considered good practice | ü |  | A/I/T |
| 12 | In-depth and up-to-date knowledge of latest educational research, findings and best practice in maths teaching | ü |  | A/I/T |
| 13 | Detailed and up-to-date knowledge of adult numeracy standards and the curricula for functional skills and GCSE | ü |  | A/I/T |
| 14 | Ability to analyse and deconstruct teaching and learning and identify strategies that will impact on areas for improvement | ü |  | A/I/T |
| 15 | Ability to learn how to use new digital learning tools and pilot their use in teaching | ü |  | A/I |
| 16 | Ability to write high quality and effective learning resources, presented to a professional standard | ü |  | A/I |
| 17 | Ability to design creative and engaging maths courses for a specific context (e.g. a vocational subject, or for budgeting etc) | ü |  | A/I/T |
| 18 | Empathy and ability to motivate and inspire others to want to be outstanding | ü |  | A/I/T |
| 19 | Excellent written and verbal communication skills | ü |  | A/I/T |
| 20 | Proactive and self-motivated, with excellent organisational skills and the ability to manage change | ü |  | A/I |

**EMPLOYEE BENEFITS PACKAGE**

The benefits available to all staff employed at WM College include the following:

* Competitive salary, paid monthly
* Contributory group personal pension scheme (for non-teaching staff) with contribution rates of 2.4% net from employee and 5% from employer
* Generous annual leave entitlement
* Interest free season ticket loan
* Full CPD programme reflecting individual needs and aspirations
* Cycle to work scheme
* 50% discount on most College classes (terms and conditions apply)
* Employee Assistance Programme
* Death in service benefit insurance (providing 2 x salary cover)
* On-site café
* Family friendly HR policies