

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Lecturer in Maths
Department:	Functional Skills
Responsible to:	Head of Section
Salary Grade:	Qualified Lecturer Scale

JOB ROLE

Be responsible for the delivering and development of courses.

Undertake a teaching load, which is in line with agreed contract.

Contribute to the process of continuous improvement in the quality of teaching and learning.

Work towards successful outcomes for students and a positive overall experience at Sandwell College.

The post may involve working with external agencies, college partners, local businesses and employers to contribute to meeting the diverse needs of learners.

KEY DUTIES

No	Description of Duties
1	Use Information Learning Technology (ILT) in the development of learning materials and use multimedia learning resources in the delivery of the learning experience
2	Support the expansion and development of the provision
3	Assist in the development of effective support systems for students on mainstream programmes
4	Deliver specific programmes in line with the college prospectus

5	Participate in curriculum development and planning
6	Maintain appropriate records for both academic and administrative purposes
7	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual
8	Carry out general academic duties in accordance with the general policy framework of the college
9	Take responsibility for courses and course tutorship
10	Assume joint responsibility within course teams for quality of course delivery
11	Undertake appropriate in-service training when required to do so
12	Ensure effective communication takes place with management, staff, students, customers and clients
13	Ensure a high level of confidentiality at all times
14	Support fully at all times the college's aim and objectives
15	Have agreed teaching load
16	Identify and develop materials suitable for support purposes
17	Be prepared to teach groups of students in one or more of the core programme areas

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell 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 in Maths (Functional Skills)

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

Shortlisting Criteria	Essential	Desirable
1. Qualifications		
1.1 Hold relevant degree or equivalent in Maths	✓	
1.2 Certificate in Education or Level 5 Teaching Qualification	✓	
2. Experience		
2.1 Experience in the delivery and assessment of Functional Skills (ideally in FE sector)	✓	
2.2 Have proven experience in raising the achievement of key skills within a vocational area	✓	
2.3 Demonstrate a clear understanding of initial assessment and IV procedures. Demonstrate experience of preparing and evaluating appropriate learning materials	✓	
3. Skills/Abilities		
3.1 Be able to work as part of a team	✓	
3.2 Be able to present information to learners and colleagues using ILT	✓	
3.3 Good organisational, administrative and presentation skills	✓	
3.4 Ability to work under pressure	✓	
3.5 Ability to inspire and motivate students	✓	
3.6 Ability to teach using diverse methods and adapt to needs of particular student groups	✓	
4. Special Requirements		
4.1 Willingness to work within a team to implement strategic policy	✓	
4.2 Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	✓	
4.3 Prepared to actively participate in new developments	✓	