

JOB DESCRIPTION

Job Title:	Maths Lecturer / Programme Leader
Department:	English and Maths
Reports to:	Deputy Head of Department
Grade:	Lecturers Scale
Location:	Ealing and Hammersmith Campus

Key Purpose:

To teach, train and assess learners in a variety of learning environments, ensuring a high-quality learning experience.

To provide support to learners to enable them to achieve their maximum potential.

To lead as appropriate on designated study programmes and/or courses, with a key responsibility for ensuring the design, delivery and evaluation of programmes

Main Duties and Responsibilities:

1. To prepare and deliver lessons on study programmes and/or courses as directed by the Departmental leadership team.
2. To prepare lesson plans and schemes of work in line with College guidelines and prepare teaching materials in all formats to facilitate learners learning.
3. To undertake the role of Personal Tutor for learners, ensuring the adequate provision of support and implementation of the College's tutorial programme.
4. To monitor learner attendance, follow up on learner absence and complete learner withdrawals, transfers and destinations as appropriate.
5. To act as an internal assessor and verifier when required.
6. To provide a stimulating learning environment by making full use of the resources available.
7. To invite regular feedback from learners through questionnaires, group discussions and course reviews to facilitate continuous improvement.
8. To organise external activities and visits as appropriate to ensure a variety of approaches within the learning programme, including assisting with the establishment and monitoring of learner work placements.
9. To support and, where appropriate, discipline learners in line with College procedures.
10. To contribute to the planning, setting and achievement of recruitment, attendance, retention, achievement, progression and destination targets for the study programme/course.
11. To participate in the recruitment of learners through the marketing of courses, attendance at open evenings and interviewing of learners, including pre-entry guidance, in liaison with the Department leadership team.
12. To use Information Technology within the College to aid learners' learning.

13. To ensure that English and Maths are fully integrated into all teaching and learning activities and GCSE/Functional Skills English and maths is taught as required.
14. To ensure that opportunities to evidence English and Maths are sign posted for/with the learners.
15. To contribute to the creation and updating of risk assessments of working areas and practices and ensure these are implemented appropriately

Specific Duties (Programme Leader):

1. To plan a highly relevant and distinctive curriculum to meet the local skills requirements, and the needs of the learner, in liaison with the Department leadership team to support outstanding progression for learners.
2. To lead and coordinate the delivery team so all learners receive up-to-date course information through pre-course/programme events and start of course/programme activities to facilitate learners understanding of the objectives of the course/programme, assessment schedules and requirements in line with awarding body criteria, including the course/programme handbook.
3. To provide the relevant course/programme updates, monitor course/programme development and progress throughout the course/programme duration, and monitor learner progress, behaviour and attitudes (including English and Maths and work experience).
4. To work in partnership with the Department leadership team to ensure close liaison with the awarding body/validating institution, adhering to all requirements including quality assurance and have lead IV responsibility.
5. To work in partnership with the Department leadership team and engage in the College's self-assessment processes through rigorous and critical evaluation of the quality of course/programme.
6. To lead programme team meetings to coordinate effective delivery and quality processes.

General Duties and Responsibilities:

1. To be an active member of relevant course-teams or other groups, and to attend course teams and other meetings
2. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
3. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
4. To comply with College policies and guidelines in respect to health & safety
5. To demonstrate positive personal and professional behaviour as specified by the College Code of Conduct.
6. To undertake continual CPD to support the College culture of continuous improvement.
7. To partake in quality assurance systems including verification, course review and evaluation and self-assessment.
8. To meet minimum relevant occupational standards.

9. To keep up to date with the skills required to fulfil the role.
10. To undertake any other duties commensurate with grade as may be reasonably requested by College management.
11. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

Method of Working

The College expects all members of staff to work effectively as part of a team, or teams, supporting staff and learners, improving lives through, education, training, skills and development and fostering social and economic success, in line with the College's overall mission.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Ealing, Hammersmith & West London College staff. It is a prime objective therefore, that all staff will at all times project to the public the image of the College as being keen to assist wherever possible, and committed to the highest standards of delivery and service.

Equality and Diversity

Ealing, Hammersmith and West London College regards the promotion, embedding and effective implementation of the College Equality and Diversity Policy as a shared fundamental responsibility for all colleagues.

Safeguarding

Ealing, Hammersmith and West London College is committed to safeguarding and prioritising the welfare of children, young people and vulnerable adults and expects all staff to share this commitment at work.

PERSON SPECIFICATION

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A = Application Form C = Certificate I = Interview	P = Practical Assessment R = References T = Test	Essential or Desirable (E or D)	Method of Assessment
Approach/Values			
The ability to adopt an Ambitious approach – using Innovation and creativity to realise the College’s vision		E	A, I
A demonstrable track record of accepting Accountability and taking responsibility for outcomes		E	A, I
A commitment to Inclusion – demonstrating an open, welcoming and supportive attitude to Colleagues and Learners		E	A, I
The ability to act with Integrity –displaying a fair, open and honest and accountable		E	A, I
Ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery		E	A, I
Experience			
Up to date industrial experience		E	A, I
Working knowledge of the requirements of Awarding Bodies		E	A, I
Experience of lecturing/training/teaching		E	A, I
Education			
A level of Maths & English Qualifications relevant to the post (Level 2 minimum)		E	A
A relevant degree or a professional qualification in the relevant subject		E	A
A level 5 teaching qualification (e.g. Cert Ed, PGCE) or the willingness to achieve one in line with statutory requirements		E	A
Evidence of continuous professional development		E	A
Skills & Abilities			
Effective written and oral communication		E	A, I
Effective organisational skills and ability to work to deadline		E	A, I
Effective teamwork skills		E	A, I
Ability to motivate, encourage and support learners		E	A, I
Familiarity with the use of IT		E	A, I
Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos		E	A, I
The ability to relate to and motivate learners from a variety of		E	A, I

backgrounds and ages		
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