

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Maths Lecturer</b>
<b>Job Purpose:</b>	To deliver GCSE and Functional Skills Maths to a range of land-based learners
<b>Reports to:</b>	Cross College Lead – English, Maths, Horticulture, Arboriculture, Floral Design and Countryside Management

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**Kingston Maurward has an exciting and challenging opportunity for a Mathematics teacher to join our Team delivering Functional Skills and GCSE maths to a range of land-based learners.**

**We are looking for a vibrant and committed Teacher with the ability to inspire students and maintain excellent working relationships with a variety of teams. You will demonstrate confidence in working with students of varying ability levels and project enthusiasm for this subject. You will be working within a team that delivers English and maths to learners from all the college curriculum areas.**

**The successful candidate will have good communication and organisational skills, digital skills and preferably hold a degree or similar professional qualifications. A recognised teaching qualification is desirable, however if you are motivated to gain a teaching qualification, we can offer excellent training and support in gaining your Level 3 Award in Education & Training Qualification, within your first year of joining the College. This can then progress to the Level 5 Diploma in Education and Training.**

For an informal discussion about the role, the qualifications needed or your suitability, please call Joanna Jeffery on 01305 215000, option 1 extension 2306 during normal working hours.

### **Main Tasks and Duties:**

- To deliver maths to learners from all vocational teams.
- To work closely with the vocational areas in the college to progress the embedding of English and mathematics.
- Prepare schemes of work, lesson plans and assessment plans.
- Teach and complete summative and formative assessment.
- Keep accurate and up to date records of teaching and learning sessions.
- Teach groups of students in classroom situations.
- Complete initial and diagnostic student assessments.
- Monitor the attendance, punctuality and academic progress for all students in your groups providing them with access to any extra help they may require (eg learning support)
- Report to KMC staff and parents or carers of learners as necessary.
- To set and maintain high levels of best practice.
- Contribute to course internal verification and liaise with the Head of Department and External Verifier to ensure the effective validation of programmes.
- Contribute to organisation and pastoral support of students, including admissions, enrolment, induction, careers education, guidance and progression, enrichment, curriculum development
- Use the College disciplinary procedure in liaison with the Deputy Principal - Curriculum and Quality.
- Undertake any other duties that as reasonably assigned which are appropriate to the post and the work of the College.

### Duties Expected of All College Staff:

- You may be required to work on either a temporary or an indefinite basis at any premises which the College currently has or may subsequently acquire or at any premises at which the College may from time to time provide services. Currently these locations include Weymouth College, Weymouth; Kingston Maurward, Dorchester; Weymouth and Portland Adventure, Portland; 106 St Mary Street, Weymouth.
- To promote an active commitment to equality and diversity, PREVENT and British Values.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To support the organisations commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the College's approach to sustainability.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.

**This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the College operates. Other duties may be required within the general scope of the post.**

### Person Specification

	Essential	Desirable
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"><li>• Teaching qualification at Level 5 or above or the willingness to work towards within 2 years.</li><li>• Qualification at level 3 or above in Mathematics.</li><li>• Good standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and maths</li></ul>	<ul style="list-style-type: none"><li>• Level 5 qualification or above in English or similar.</li><li>• V1 Verifiers Award or equivalent.</li><li>• An appropriate first aid qualification</li></ul>
<b><u>Experience and Knowledge</u></b>	<ul style="list-style-type: none"><li>• Previous experience and confidence working within the 14 – 19 age sectors.</li><li>• Some supervisory experience.</li><li>• Experience of interpreting assessment results, planning and delivering appropriate programmes.</li><li>• Experience of/involvement in the delivery of GCSE</li><li>• A clear understanding of the mathematics national agenda including the funding requirements.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with post-16 students with a range of individual needs</li><li>• Experience of / involvement in the delivery of Functional Skills at all levels.</li><li>• Experience delivering maths to students with spiky profiles</li><li>• The ability to design curriculum to maximise funding opportunities across a range of programmes.</li></ul>

	<ul style="list-style-type: none"> <li>• Computer literacy with good knowledge of Office 365, Microsoft Packages and TEAMS.</li> </ul>	
<b><u>Skills &amp; Abilities</u></b>	<ul style="list-style-type: none"> <li>• Ability to fulfil all spoken aspects of the role with confidence, through the medium of English.</li> <li>• The ability to produce appropriate on line and classroom-based resources to meet group and individual student needs</li> <li>• Excellent administrative and organisational abilities.</li> <li>• Ability to meet deadlines and prioritise workload.</li> </ul>	
<b><u>Personal Qualities</u></b>	<ul style="list-style-type: none"> <li>• To be an inspiring teacher.</li> <li>• Track record of successful teamwork.</li> <li>• Enthusiastic with ability to motivate learners.</li> <li>• Willingness to challenge unsatisfactory performance of students.</li> </ul>	<ul style="list-style-type: none"> <li>• Good sense of humour.</li> </ul>
<b><u>Other</u></b>		

#### **Competencies Required of All College Staff:**

- Excellent interpersonal and communication skills when dealing with colleagues, students, visitors, parents and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider College as required.
- Ability to contribute to achieving cultural change.
- Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in college
- Active commitment to equal opportunities

#### **Criminal Records – Disclosure and Barring Service check and Safeguarding Status:**

At Weymouth and Kingston Maurward College we place the safety and welfare of our students at the centre of all our activities. The safeguarding of students underpins the College values and is fully embraced by all College staff.

Kingston Maurward College considers itself a 'specified place' for the purposes of safeguarding legislation and therefore all posts at the College are Regulated Activity. Someone will not be employed by the College if they are barred from working with children or vulnerable adults.

The offer of an appointment with the College will be subject to a satisfactory Enhanced Disclosure under the Protection of Children Act 1999 and the Police Act 1997.

This means that when applying for a post, candidates will need to detail all convictions they may have – both ‘spent’ and ‘unspent’. The successful candidate will be advised of the Disclosure process in the letter offering them the appointment. Kingston Maurward College adheres to the Disclosure and Barring Service Code of Practice in applying for Disclosures. Should you require a copy of the Code or our Policy Statements on the Recruitment of Ex-Offenders or the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information please contact the College Human Resources Manager.

The College recommends that new staff join the DBS Update Service. This means that the DBS is ‘portable’ and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

This position does not meet the eligibility requirements for sponsorship under the Skilled Worker Route within the UK Visa and Immigration service’s Points Based System. Therefore, KMC will not be able to sponsor individuals who require permission to work to carry out this position.

**Statement by appointed person:**

**(Section to be completed following offer of post to successful candidate)**

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Maths Lecturer** at Weymouth and Kingston Maurward College.

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**Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.**

**Signed:** .....

**Print Name (Block capitals):** .....

**Date:** .....