

Capel Manor College

0.7 Lecturer in English and Math

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Lecturer in English and Maths
Scale	Lecturing
Grade	Scale 19-35
Responsible to	Head of School
Location	Mottingham
Contract	Permanent, Part-time

Key Responsibilities:

The key responsibility of the Lecturer in English and Maths is responsible for actively contributing to the college's teaching program across its Mottingham campus, collaborating with college personnel to ensure effective delivery. The post holder will serve as a personal tutor and course manager, providing essential support and guidance to students. Additionally, you will liaise with academic staff and college managers to facilitate the college's Self-Assessment process, ensuring adherence to quality standards. Your commitment to maintaining a high-quality service will enhance the educational experience, while you will also be responsible for planning, managing, and effectively deploying the necessary resources for the services under your purview.

Responsibilities:

1. Deliver and coordinate assessments across various subjects to meet examination body standards, including center- and work-based learning.
2. Prepare lessons, creating engaging learning materials for students
3. Deliver stimulating GCSE lessons to students
4. Assess and evaluate learner progress and provide additional support to those learners who are behind with progress
5. Participate in the development, organisation and delivery of new educational activities
6. Contribute to the assessment process
7. Prepare reports and statistics as required to contribute to the College's quality assurance and exam process
8. Assist with the coordination of Learning Support activities when required
9. Participate in internal and external verification procedures
10. Conduct examination duties, ensuring assessments meet standards
11. Work with course teams to improve the curriculum, attending team meetings to stay informed about progress
12. Commit to personal growth and offer advice on English and Maths education
13. Assist in promotions, open weekend activities and other exhibitions
14. Engage with students during enrolment, advice sessions, and review meetings
15. Manage budgets and conduct research for course materials
16. Liaise with external bodies, speakers, and representatives
17. Maintain discipline, and handle other student-related duties as requested

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English or a willingness to achieve within a specified period
- Possess Level 4-9 (A*-C) GCSE in Maths
- Evidence of continuous professional development
- Relevant degree, or professional accreditation, HND or equivalent desirable, although not essential
- Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period)

Experience

- Some experience of working in an educational or training environment would be desirable
- Experience of working with 16-18 year olds, young adults and adult learners would be desirable
- Experience of teaching GCSE, particularly Maths and English would be desirable
- Experience of managing a pressurised and demanding role
- Administrative experience

Skills, Abilities and Knowledge

- A passion for Mathematics and English
- The ability to develop intellectual curiosity and create a love of learning
- Excellent verbal and written communication skills
- Excellent administrative skills
- Excellent organisational skills
- Evidence of effective team working
- The ability to develop positive working relationships with individuals at all levels
- Experience in being adaptable in working in different working environments and teams.
- The ability to work on own initiative and as part of a team
- Enthusiasm for working with students of all abilities
- Familiarity with Information Learning Technology applications is desirable
- A high level of ICT skills to operate tracking and management systems effectively

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required