

Capel Manor College

Lecturer in Functional Skills (Maths/English)

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Lecturer in Functional Skills (Maths/English)
Scale	Lecturing
Grade	Scale 19-35
Responsible to	Head of Apprenticeships and Business Development
Location	Enfield/Gunnersbury Park/Regents Park
Contract	Casual

Key Responsibilities:

The key responsibility of the Lecturer in Functional Skills (Maths/English) will be to deliver the best possible outcomes for apprentices studying Maths and English qualifications, ensuring that they make positive progress towards timely success. The post holder will be expected to co-ordinate an effective teaching, learning and assessment experience for apprentices studying Maths and English qualifications and ensure that they achieve their functional skills qualifications.

Responsibilities:

1. Support, manage and develop the teaching, administration and assessment for Maths and English within the parameters set by the Head of Apprenticeships and Business Development
2. Prepare schemes of work, learning materials and assignments associated with Apprenticeship Maths and English delivery
3. Promote high standards of teaching and learning, leading to high standards of apprentice's achievement, progression and value added
4. Undertake teaching activities in the department ensuring a high quality of provision in response to apprentice needs and promote innovative ways of teaching
5. Ensure all relevant paperwork/records are completed from registration of apprentices through to the tracking of achievement and claiming of results
6. Liaise as necessary with the appropriate tutors and assessors concerning individual apprentice progress and development
7. Ensure apprentices are enrolled for their Maths and English qualifications
8. Plan, prepare and give feedback on apprentice work, monitor progress towards individual targets, keep records and provide timely reports/reviews as appropriate
9. Work closely with tutors and assessors within the department to respond to the needs of apprentices
10. Maintain an up-to-date knowledge of developments in Maths and English teaching
11. Deliver and co-ordinate the assessment related to Maths and English to appropriate examination body standards
12. Provide specialist advice relating to Maths and English activities and developments

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 Maths and English or a willingness to achieve within a specified period
- Evidence of continuous professional development
- Teaching qualification or willingness to achieve
- Relevant degree, HND or equivalent

Experience

- Experience of working in an educational or training environment
- Experience of teaching Functional Skills or GCSE Maths and/or English is desirable
- A proven record of delivering teaching and learning to a consistently high standard which demonstrates a commitment to ensuring quality of provision
- Experience of managing a pressurised and demanding role
- Experience of working with students with different learning needs
- Experience of curriculum development in an educational or training environment

Skills, Abilities and Knowledge

- Flexibility, responsiveness, commitment to the area of work and time management skills demonstrating the ability to work to deadlines
- A high level of ICT skills to operate tracking and management systems effectively
- Enthusiasm for working with students of all abilities
- A commitment to and enthusiasm for the teaching and guidance of students at all levels
- Familiarity with Information Learning Technology applications and an active interest in how it can be used to improve access to learning
- The ability to develop positive working relationships with individuals at all levels
- Sound administrative skills
- The ability to communicate effectively orally and in writing.
- Effective communication/organisation skills and ability to work on own initiative and as part of a team

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