

Capel Manor College

Advanced Practitioner in Maths

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Advanced Practitioner in Maths
Salary	Lecturing
Grade	Scale 25-35
Responsible to	Team Leader
Location	Mottingham
Contract	Part-time, Permanent

The Purpose of the Role:

The Advanced Practitioner in Maths will deliver high-quality teaching, learning and assessment across Maths programmes while supporting the development of teaching practice within the department as part of the College's teaching career pathway.

The post holder will teach and assess across Maths subjects, support the health and welfare of the College's animal collection, contribute to curriculum development and coordinate practical learning activities. In addition, the role will support colleagues through modelling effective teaching practice, sharing expertise and contributing to quality improvement initiatives.

The Advanced Practitioner element of this role carries an **additional responsibility allowance of £1,600** and includes a **remission of 3 hours teaching per week** to support coaching, mentoring and quality improvement activities.

Responsibilities:

Demonstrating excellence in Teaching, Learning and Assessment

- Deliver high-quality teaching, learning and assessment across Maths programmes in line with awarding body requirements.
- Ensure the assessment of Maths subjects meets the standards set by examination bodies.
- Conduct tutorials, monitor student progress, record results and provide accurate management information.
- Develop engaging learning resources and course materials to support effective teaching and learning.
- Provide effective guidance, feedback and academic support to enable students to achieve their full potential.
- Demonstrate consistently strong teaching practice aligned with the College's expectations for Teaching, Learning and Assessment.

Math's and Practical Delivery

- Prepare lessons, creating engaging learning materials for students
- Deliver stimulating GCSE Maths lessons to students
- Assess and evaluate learner progress and provide additional support to those learners who are behind with progress
- Participate in the development, organisation and delivery of new educational activities
- Contribute to the assessment process
- Prepare reports and statistics as required to contribute to the College's quality assurance and exam process

Curriculum Development

- Contribute to curriculum planning, course design and the development of new programmes, modules and learning activities.

- Support the review and development of schemes of learning and teaching resources to ensure they remain current and effective.

Advanced Practitioner Responsibilities

In addition to their teaching responsibilities, the Advanced Practitioner in Maths will support the development of teaching practice within the Maths department by:

- Demonstrating consistently high standards in teaching, learning and assessment and acting as a role model for effective practice.
- Modelling effective teaching approaches through peer learning walks, developmental observations and the sharing of best practice.
- Providing coaching and mentoring support to colleagues where appropriate.
- Supporting colleagues in reviewing and developing schemes of learning and assessment approaches.
- Contributing to departmental CPD activities and the sharing of effective teaching strategies.
- Supporting quality improvement initiatives in collaboration with the Quality Team, Team Leaders and Heads of Curriculum.
- Encouraging the effective use of digital technologies to enhance student learning.

Professional Development

- Maintain evidence of continuing professional development to ensure practice remains current and informed by both educational and industry developments.
- Engage in College CPD and contribute to initiatives that enhance teaching and learning.

General Responsibilities

- Promote and implement all College policies, particularly those relating to health and safety, equality of opportunity and safeguarding young people and vulnerable adults.
- Participate in the College's staff appraisal and continuing professional development programmes.
- Develop effective working relationships with colleagues and external partners.
- Operate at all times in line with the College's values and behaviours.
- Undertake other duties that may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

Qualifications

Essential

- Degree or HND (or equivalent) in a relevant subject area
- Level 5 teaching qualification (Diploma in Education and Training, Diploma in Teaching or equivalent).
- Level 2 English and Maths or willingness to achieve within a specified timeframe.

Desirable

- Assessor qualification

Experience

Essential

- Some experience of working in an educational or training environment
- Experience of teaching GCSE, particularly Maths
- Experience of managing a pressurised and demanding role
- Administrative experience.
- Experience teaching or training within an educational, training or industry setting.

- Experience working with 16–18 year olds, young adults and adult learners.

Desirable

- Experience supporting colleagues or sharing effective teaching practice.

Skills, Abilities & Knowledge

- Passion for Mathematics
- Excellent verbal and written communication skills.
- Strong organisational and administrative skills.
- Ability to develop positive working relationships with individuals at all levels.
- Ability to work independently and collaboratively as part of a team.
- Commitment to supporting the development and success of students.
- Confidence in supporting and coaching colleagues to improve teaching practice.
- Familiarity with digital learning technologies and an interest in their use within teaching.

Other Factors

- Understanding of and commitment to safeguarding young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and professional boundaries with students.
- Emotional resilience.
- Commitment to equality, diversity and inclusion across all aspects of College life.
- Where the role requires driving, a clean driving licence may be required.