

Capital City College Group Job Description and Person Specification

Post:	Lecturer in Functional Skills Maths and ESOL
Contract:	Permanent
Hours:	35 hours a week
Reporting to:	Curriculum Manager
Responsible for:	N/A
Grade:	Teaching and Learning Points 27 – 39
Salary:	£28,848 to £41,095 per annum (depending on qualifications and teaching experience)

Key Purpose

Delivery of learning programmes, assistance to students and tutorial support.

Main Duties and Responsibilities

- Teaching groups including associated preparation and marking for 16 to 18 year-olds and adults.
- Developing students' skills for progression to employment and/or further study.
- Designing and preparing learning materials.
- Assessing students, including formative and summative assessments, internal verification and supervision of examinations.
- Maintaining and providing records and statistical checks in relation to own teaching, including enrolment checks, attendance records and the like.

Leadership and Management

As part of the course team, the Learning Manager acts as the main point of reference for students in a particular year or course group. The Learning Manager's role includes:

- Participation in inducting students.
- Providing educational and welfare guidance.
- Assisting students in preparing individual action plans.
- Following up student absence and tracking their course work.
- Acting as the focal point in the maintenance of student discipline within the context of the College student disciplinary procedure.

- Undertaking exit interviews with students.
- Preparing administrative returns and reports as may be needed in relation to students, including destination records.
- Writing student references.

Curriculum Delivery and Quality

- Participating in activities to publicise courses.
- Assisting in planning and developing courses and course materials.
- Participating as a member of one or more course teams in employer liaison (as appropriate), maintaining standards and targets, reviewing and evaluating course provision and joint action planning.
- Providing advice and guidance to prospective students together with interviewing.
- Participating in student enrolment and induction.

External Liaison

- Preparing reports for parents and carers of young learners.
- Participating in meetings with parents and carers of young learners.
- Liaising with parents and carers of young learners, particularly when there are concerns about the young person.

Wider Responsibilities

- Planning, managing and ensuring the effective deployment of the resource requirements for the services that are the responsibility of the role.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining professional development, and actively participate in the Group's appraisal scheme.
- To carry out duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Possess a degree in an appropriate subject area	X	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	X	
	Possess or be actively studying for a teaching qualification or equivalent at minimum	X	
	Possess or be actively studying for a subject specialism qualification in the relevant area		X
Knowledge / Experience	Pastoral or equivalent experience and understanding to support the broad needs of students	X	
	Understanding and experience of curriculum development and innovation and developments in contemporary education	X	
	Understanding of relevant Health and Safety requirements	X	
	Experience of preparing learners for external assessments	X	
	Experience of teaching Functional Skills maths from Entry 1 to Level 1 to ESOL learners or to learners whose first language is not English	X	
	Experience of being the main teacher of ESOL classes	X	
	Experience of delivering GCSE maths and Functional Skills Maths Level 2		X
	Experience of delivering on RARPA based courses		X
	Experience of teaching learners with low levels of literacy		X
Skills / Abilities	Ability to work as part of a team and on own initiative	X	
	Excellent oral and written communication skills	X	
	Ability to teach on a range of courses in the subject area, from Pre-Entry Level to Level 1	X	
	Ability to provide learning and tutorial support for students	X	
	Ability to promote and recruit for courses	X	
	A high level of organisational and administrative skills	X	
	Good ICT and keyboard skills	X	
	Experience of teaching via MS Teams		X