

JOB DESCRIPTION

Post Ref: 1879
Post Title: Lecturer in English/Maths (GCSE & Functional Skills)
Grade: Academic
Responsible to: Senior Learning Lead
Responsible for: None

JOB PURPOSE

Lecturer

KEY TASKS AND RESPONSIBILITIES

1. Teaching.
2. Maintaining academic standards and motivation and being aware of curriculum developments.
3. Producing schemes of work and participating in teams connected with course design, assessment and monitoring.
4. Maintaining acceptable standards of achievement, behaviour, discipline and punctuality.
5. Involvement in student recruitment, interviewing, induction and counselling.
6. Acting as a course co-ordinator and tutor to appropriate student groups.
7. Carrying out the necessary administrative tasks.
8. Attending relevant meetings in pursuit of the co-ordination of college educational activities.
9. To carry out additional roles within the college as may be agreed from time to time.

OTHER RESPONSIBILITIES

In common with all other employees of the College, the postholder is expected to: -

1. Perform duties to a high standard and to ensure that the quality assurance processes are implemented successfully across the College, particularly those relating to their own role.
2. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety policies and procedures.
3. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.
4. Participate in and make an appropriate contribution to the College's planning and review process.
5. Take a proactive role in the maintenance of acceptable standards of learner behaviour.
6. Contribute to the development and delivery of the College's 5 Pillars within Strategic Plan and to the achievement of the objectives contained therein.
7. To make a full contribution and evidence impactful activity to drive the Equality, Diversity and Inclusion agenda.
8. Keep up to date with issues affecting the role and contribute to staff development activity.
9. To undertake any other duties considered commensurate with the level and responsibility of the role.
10. All employees will adhere to all the College ISO standards.



APPLICATION GUIDANCE

To ensure we have the right people, with the right skills in the right roles, a competency based approach is integrated into our selection process at the College. Put simply, this means that for each role there is a person specification detailing specific criteria and competencies (or behaviours), which we believe are essential if the job is to be performed well.

The document overleaf entitled 'Lecturer: Person Specification' provides details of the specific criteria and competencies attached to this post. In the initial application, you are asked to show how you feel you meet these requirements. It is recommended that you use the headings from the Person Specification to help you organise your information. The panel will shortlist applications in line with the Person Specification match. *If you do not meet the 'essential criteria' your application will not be considered for shortlisting.*

Please visit www.boston.ac.uk to complete an online application form.

Once completed, your application should be submitted as soon as possible.

Interview date: TBC

Lecturer: Person Specification

1. ESSENTIAL CRITERIA	SOURCES OF EVIDENCE		
	Application	Presentation	Panel Interview
Technical & Professional Qualifications:			
Hold a Level 3 (or above) in English/Maths or related subject. <i>(dependent on subject applying for)</i>	✓		✓
Hold a Level 2 (or equivalent) in English and Maths	✓		✓
Teaching Qualification i.e. PGCE/PTTLS/Cert Ed or equivalent, or willingness to work towards within 1 year of commencement	✓		
Skills:			
Ability to motivate and inspire others	✓	✓	✓
Ability to work both effectively as part of a team and on your own initiative			✓
Good organisational and time management skills		✓	
Experience:			
An awareness of the importance of Equality & Diversity	✓		
Knowledge:			
Up to date broad based knowledge of English/Maths subjects and teaching techniques.	✓		✓
An understanding of safeguarding and a commitment to creating a safe learning environment and demonstrate your suitability to working with children, young people and adults at risk	✓		✓
2. COMPETENCIES			
Coaching: Provides timely guidance and feedback to help others strengthen their skills and knowledge.		✓	
Contributing to team success: Actively participates as a member of the team to ensure the team moves towards the completion of its goals.			✓
Managing Work: Effectively managing own time and resources to ensure that work is completed efficiently.		✓	✓
Work Standards: Sets high standards for self and others, assumes responsibility and accountability for completion of tasks on behalf of the team.			✓
3. DESIRABLE CRITERIA			
Preferably have teaching experience on GCSE	✓		
Preferably have experience of course management, marking and assessment	✓		
Degree in Maths or equivalent subject	✓		

NB: You must be willing to undertake the necessary teacher training if not already qualified and a Level 2 in Literacy.