**HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE**

Job Description

 **TEACHER of Mathematics**

**FACULTY/DEPARTMENT Ludlow Sixth Form College**

**RESPONSIBLE TO Head of Ludlow Sixth Form College**

**JOB PURPOSE**

**To teach mathematics to students on A Level study programmes at Ludlow Sixth Form College. Provision includes A Level Mathematics, A Level Further Mathematics and GCSE Mathematics.**

As part of the role, you will also be expected to carry out organisational and administrative duties which will include the preparation of work, marking and assessment, student welfare and counseling. Teachers are required to fully support and participate in Ludlow Sixth Form College activities which help to achieve the College’s mission and objectives.

HLNSC is committed to equality of opportunity, safeguarding including the Prevent Duty, Health and Safety and promoting the welfare of all learners. HLNSC expects all members of staff to share this commitment and adhere to these procedures.

**MAIN DUTIES AND RESPONSIBILITIES**

A flexible approach is required as change may be necessary within the scope of the post.

**1. Teaching Responsibilities**

* To establish a safe and stimulating learning environment that supports students in achieving successful outcomes.
* To plan and prepare an appropriately balanced and relevant curriculum to meet student needs.
* To deliver high quality teaching and learning
* To set homework and promote independent proactive learning, supporting the college’s engagement with the VESPA principles.
* To systematically reflect on the effectiveness of lessons and approaches to learning and adapt approaches accordingly.
* To use formative and summative assessment to secure students’ progress,

 ensuring students receive regular feedback and encourage students to respond

 to respond to this feedback.

* To make use of all relevant data to monitor progress, set targets, plan subsequent lessons and ensure that the individual needs of students are met.
* To have a secure knowledge of A Level Mathematics and Further Mathematics and foster student interest, promoting the value of scholarship.
* To maintain a safe working environment.

**2. Organisational and Administrative Responsibilities**

* To maintain accurate registers and to track and report back on individual student progress
* To record and maintain appropriate student records.
* To maintain course files for Mathematics.
* To attend meetings as requested, including parent consultation evenings, staff meetings and meetings within the quality cycle.
* To liaise closely with college staff to ensure student records are correct.
* To assist with student recruitment, enrolment and career guidance as appropriate.
* To liaise with Awarding Bodies.

**3. Curriculum Development**

* To assist with the planning, development and evaluation of a framework for learning.
* To assist in the development and evaluation of appropriate and relevant learning materials and resources.
* To develop, maintain and promote links with external agencies, such as industry, awarding bodies and schools.

**4. Contribution to the Wider Team**

* To attend and contribute to course team meetings and departmental team meetings where applicable.
* To work closely with colleagues in developing and enhancing those areas and resources relating to your subject specialism.
* To participate in staff appraisal processes, and other staff development programmes, as required.
* To comply with College administrative and quality procedures as required.

To adhere to all College policies, including those covering health and safety, Safeguarding and Prevent.

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| The following criteria will be used to shortlist and assess candidates. Please show evidence in your application form | Essential | Desirable | Assessment methods |
| Education, Qualification and Training |  |  |  |
| Degree | √ |  | A, C |
| Teaching qualification | √ |  | A, C |
| Experience and Knowledge |  |  |  |
| Have successful experience of teaching A Level Mathematics and A Level Further Mathematics | √ |  | A, I, R, T |
| Have a passion for teaching and excellent subject knowledge | √ |  | A, I, R, C, T |
|  |  |  |  |
| Skills and Qualities |  |  |  |
| Be a very good classroom practitioner | √ |  | I, R, T |
| Demonstrate a student-centred approach to teaching and learning | √ |  | I, T |
| Have knowledge of excellent teaching, learning and assessment practices that support, challenge and motivate students to succeed.  | √ |  | I, R, T |
| Be competent in the use of ICT and Smartboard technology  | √ |  | R, T |
| Possess excellent communication and interpersonal skills | √ |  | I, R |
| Demonstrate a commitment to the process of continuous review and improvement | √ |  | A, I, T |
| Be committed to high standards of professionalism and expectations of students. | √ |  | I, R |
| Have a positive and enthusiastic approach to work | √ |  | I, T |

Methods of assessment:

Application Form (A), Interview (I), References (R), Certificates (C), Tasks (T)