



Post Title: Lecturer / Course Manager in Maths & English

Responsible to: Programme Leader

Salary: £24,832 - £34,236 per annum, pro rata (L6-L14)

Status: Maternity Cover **Hours:** 14.8 hours per week. Fixed Term 1 year

Purpose of the job: To provide accessible and high quality learning experiences to meet the needs of the customer

REASEHEATH COLLEGE MISSION

“To inspire achievement by delivering outstanding education and skills”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your Job Role:

Key Result Areas	Tasks
CUSTOMER Learning & Skills Development	<ul style="list-style-type: none"> Develops new curriculum content consistent with college approved procedures to meet learner and customer needs Leads and guides students in a range of scholarly activity which enhances learning
CUSTOMER Quality	<ul style="list-style-type: none"> Assesses, examines and supports students and candidates using a variety of methods to maximise learner potential Implements quality assurance processes for one or more college programmes to enable consistency in assessments and quality in delivering teaching and learning Delivers teaching sessions to a consistently good/outstanding standard. Contributes effectively to improvement of KPIs Supports the development of English & Maths skills and specialised delivery techniques to vocational lecturers with an input on English & Maths

CUSTOMER Business Development	<ul style="list-style-type: none"> Provides educational guidance and participates in marketing and recruitment of students to attract potential learners and improve conversion rates Develops links and builds relationships with industry and associated stakeholders in order to enhance the reputation of the College and maximise income streams
PEOPLE & CULTURE	<ul style="list-style-type: none"> Builds a high performing team through effective people management which ensures accountability and clarity of objectives and which utilises and develops the skills, knowledge and competencies of all staff members Takes responsibility for co-ordinating the delivery of English & Maths across College and liaises with other course managers to ensure the achievement of outstanding success rates Participates fully in personal professional development following appraisal of individual needs and uses knowledge and skills to develop teaching practice Establishes effective working relationships with all interdependent areas of the College to support co-operative partnership working and to maximise the learner experience
RESOURCES	<ul style="list-style-type: none"> Utilises learning resources and opportunities fully and effectively in order to enhance learner experience and employability Optimises use of the College Curriculum Departments through knowledge transfer internally and externally Ensures meeting of high standards in respect of health and safety, equality and diversity, safeguarding and child protection matters
FINANCE	<ul style="list-style-type: none"> Works with the Curriculum Area Manager / Head of Department to ensure effective management of departmental budgets Identifies cost effective methods of course delivery in order to ensure decisions are made with full consideration of the financial impact

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College. The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes ‘regulated activity’ as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.

Person Specification
Post Title: Lecturer / Course Manager in Maths

Key Results Area	Knowledge & Skills	Competencies
CUSTOMER Learning & Skills Development	<p>Minimum Degree level qualification in a Maths/English related subject and /or professional qualifications.</p> <p>Level 2 English/Maths or equivalent</p> <p>Recognised Teaching Qualification</p> <p>IT skills in MS office Applications</p> <p>A period of relevant and successful time within education</p> <p>Demonstrable evidence of Continuous Professional Development</p>	<p>Developing Self & Others</p> <p>Flexibility</p>
CUSTOMER Quality	<p>Demonstrable evidence of delivering inspirational educational activity that is appropriate to the learner and of the highest quality standards, ideally have experience of delivering higher education</p>	<p>Passion for Improvement</p> <p>Problem Solving</p>
CUSTOMER Business Development	<p>Ability to build relationships to forward our reputation and business opportunities</p> <p>Ability to communicate and negotiate effectively with individuals at all levels including students, parents, colleagues and the wider industry</p>	<p>Teamwork</p> <p>Influencing & Impact</p>
People & Culture	<p>Technically sound with inspirational and innovative teaching ability</p> <p>Self motivated with ability to motivate others and enthuse learners to succeed</p>	<p>Leadership</p> <p>Teamwork</p>
Resources	<p>Ability to maximise student experience and own and develop work programmes</p>	<p>Integrity & Accountability</p>
Finance	<p>Ability to work within Departmental budgetary limits</p>	<p>Planning & Prioritising</p>