Job Description and Person Specification

Associate Teacher in Maths

Team: Maths and English

Reports to: Teaching and Learning Manager

Location: Haywards Heath

Job Purpose

- To undertake teaching activities in the curriculum area, ensuring a high quality of provision, in response to learners' needs.
- To work collaboratively and innovatively with managers and colleagues to design, develop, manage and review programmes in the curriculum area.
- To engage in student focused pastoral activities and academic support in Maths and English, which may include apprentices.
- To ensure that student needs are met in a responsive way, in line with the concept of inclusive learning.

Key Responsibilities

- To undertake teaching and learning related activities, including tutoring, as agreed.
- To devise a range of effective training materials, including on-line materials.
- To ensure that appropriate learning materials are prepared and assessments and assignments are undertaken in a timely manner.
- To deliver training sessions to a range of customers and clients either onsite or at employers' premises.
- To liaise with other staff as appropriate to ensure a high standard of learning.
- To provide effective feedback to clients.
- To undertake administration and provide reports and statistics regarding student and teaching matters.
- To monitor student enrolment, success rates and take remedial action where necessary, this will include final assessments where necessary.
- To take an active role in the achievement of high individual student retention and success rates, meeting or surpassing the relevant targets for each.
- To develop curricula and learning activities, taking into consideration literacy and numeracy development, and equality and diversity.
- To undertake evaluation to drive improvement.
- To effectively use the systems used in College (electronic or otherwise) to ensure student success, i.e. Teams, ProSolution, Century, internal verification (this list is not exhaustive).
- To maintain high levels of Health and Safety at all times and ensure that students are aware of safe practices and procedures.
- To understand personal responsibilities in relation to Safeguarding.

- Keep up-to-date with current issues, changes, and policies relating to the educational sector.
- To maintain up to date professional knowledge through attending staff development, industry seminars, appropriate reading and other activities.
- To participate in marketing activities and promote the College for the purpose of gaining sponsorship, advertising, good public relations and increased recruitment, which may include weekend or overnight stays.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
    - Human Resources policies and procedures;
    - Equality, diversity and inclusion policies and procedures;
    - The Group's health and safety policies and procedures;
    - Safeguarding and Prevent;
    - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Relevant GCSE / Functional Skills / ESOL teaching and assessing experience in related subject	Essential	Application Form/ Interview/ Mini Lesson
Curriculum delivery and associated administration	Desirable	
Managing diverse groups of students	Desirable	
Working within Further Education	Desirable	
Knowledge		
Microsoft Office 365 applications	Essential	Application Form/ Interview/ Mini Lesson
An understanding of safeguarding vulnerable groups	Essential	
Application of digital technology to learning	Essential	
Working knowledge of GCSE (9-1 specification)	Desirable	
Working knowledge of Functional Skills (reformed)	Desirable	
Understanding of virtual learning environments and on-line learning	Desirable	
Health and safety legislation	Desirable	
Equality, diversity and inclusion	Desirable	
Qualifications		
Level 3 (or equivalent) in related subject	Essential	Application Form/ Certificates/ Assessment
Level 3 coaching qualification or willingness to work towards a qualification	Essential	
Level 2 literacy and numeracy	Essential	
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Desirable	
Degree (or equivalent) in Maths, English or related subject	Desirable	
Skills and Abilities		
Time management skills, organisational skills and the ability to meet targets and deadlines	Essential	Application Form/ Interview/ Mini Lesson
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to manage challenging behaviour within the classroom / online	Essential	
Ability to communicate effectively with a diverse range of people at all levels, verbally and in writing	Essential	
Ability to investigate, solve problems, make decisions and proactively implement strategies	Essential	
Ability to reflect on own skillset and proactively address weaknesses and share strengths	Essential	
Ability to implement digital skills in relation to teaching and learning	Essential	

Attributes		
Flexible in approach	Essential	Interview
Innovative and creative in meeting the needs of learners	Essential	
Committed to student support	Essential	
Open to new ideas, strategies and change	Essential	

Other Requirements		
To obtain an appropriate teaching qualification as defined by the Corporation	Essential	Interview/ Checks and Clearances
To undertake continuing professional development	Essential	
Evening and weekend work as required	Essential	
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	Variable
Working weeks per year:	Up to 33 weeks
Salary range:	An hourly rate is payable for each agreed hour of teaching. The hourly rate includes contact time, non-contact time and pro rata holiday entitlement. The minimum of the scale is £27.12 (inclusive) The maximum of the scale is £42.28 (inclusive)

	Minimum	Maximum
Contact time:	£14.55	£22.68
Non-contact time:	£7.27	£11.34
Holiday:	£5.30	£8.26

Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme. Teachers/Lecturers cannot progress to point 48 without successfully completing a PGCE, Certificate in Education, DELTA or equivalent.
Holiday entitlement:	Holiday is calculated on a pro rata basis and paid in advance as part of the hourly rate.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual salary and the guidelines given by Teachers' Pension. Alternatively the employee may opt out within the first 90 days of employment.