



City and Islington College
Job Description and Person Specification

Post:	Teacher of A-Level and GCSE Maths
Contract:	One year Fixed Term Contract
Hours:	35 hours per week
Reporting to:	Co-ordinator of Maths and Computing
Responsible for:	Teaching A-Level and GCSE Maths
Grade:	Sixth Form College Main Scale
Salary:	£27,198 - £42,550 per annum

Key Purpose

To teach A-Level and GCSE Maths.

Main Duties and Responsibilities

In addition to the duties laid down in the Sixth Form College Conditions of Service, the post-holder will:

- Teach A-Level and GCSE Maths.
- Take part in subject meetings, departmental meetings, parents' evenings, open days and professional development days.
- Contribute to curriculum planning and production of shared resources.
- Monitor students' progress using Pro-Monitor and contribute to the evaluation of results in the relevant subject areas.
- Act as a pastoral tutor to a group of Year 12 or Year 13 students.

Expectations of the Post Holder

- Ensure that the college policy for equality, diversity and inclusion is adhered to and promoted in all aspects of the post-holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the college's quality assurance procedures and systems.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.
- Comply with and promote College Health and Safety policies and procedures and undertake recommended Health and Safety training as and when necessary.

- All teachers appointed to the College can be required to teach a broad range of courses within the curriculum area to a variety of age groups.
- Basic Skills and Learning Support (for all teaching and lecturing posts).

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

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.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Appropriate degree and PGCE or equivalent.	X	
	Recent experience of teaching A-Level and GCSE Maths.	X	
	Experience of curriculum planning and assessing A-Level and GCSE Maths work.	X	
Knowledge / Experience	Strong subject knowledge and awareness of curriculum developments in relation to A-Level and GCSE Maths.	X	
	An understanding of, and commitment to, the College's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	X	
	An understanding of the curriculum and pastoral needs of 16-19 inner-London students.	X	
Skills / Abilities	The ability to make Maths interesting and accessible to students of a range of abilities and from a range of backgrounds.	X	
	The ability to offer students regular and effective feedback on how they can improve.	X	
	The ability to relate to, communicate effectively with and counsel students, and to track and monitor their progress.	X	
	The ability to work as part of a team including in developing lesson plans, resources and reaching materials.	X	

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person

Specification using each criterion as a separate heading.

Please return by post to: HR Department, 383 Holloway Road, London. N7 0RN or email to: HRHelpdesk@capitalccg.uk