



Job Description

Post Title:	English and Maths Lead
Responsible to:	Vice Principal – Non Veterinary Studies
Location:	Huntingdon
Responsible for:	Co-ordination and delivery of English and Maths

Main responsibilities to include:

- To provide a central and continuous focus on English and Maths
- To assist staff in order for them to support their own students
- Monitor and track the retesting of students with English and Maths initial assessments below level 2
- Support staff and students in line with college strategy
- Support progress coaches and Heads of Department to promote the importance of English and Maths across all learning programmes
- Evaluate effectiveness of systems in place to support of improvement in English and Maths
- Maintain good knowledge of BKS systems, course material and licencing arrangements.
- Deliver internal training to promote sustainable skills in Maths and English across academic teams

Detailed Tasks:

- Support staff and students in line with college strategy to ensure all students have a good working level of English and Maths and are able to cope with the demands of their course(s). Monitor completion of subject specific assessments where needed.
- Ensure all students with initial assessments E3 or below are supported on a one to one basis to improve skills. Basic skills tutors at each centre to be available to support students face to face. Co-ordinate additional learning support with basic skills tutors. Provide support and back up to basic skills tutors at centres.
- Support progress coaches and Heads of Department to promote the importance of English and Maths across all learning programmes. Expectation that all centres are visited at least every term to support staff and students to achieve improvements in

English and Maths skills. Monitor progress of students receiving support, attending team meetings (phone/skype acceptable) to discuss progress.

- Monitor and act on progress board data to ensure all learners with initial assessment below the required level are receiving assistance to support their improvement.
- Provide 1 – 1 support to staff, identified by line managers, as needing skills or confidence boosters to raise profile of maths and English skills across the college. Contribute to the expectation that poor maths and English skills are not acceptable. Student/staff support may be provided face to face, via e-learning or by skype.
- Assess students in their place of work or other suitable location to assess speaking and listening element of Functional Skills to ensure fair access to assessment. Supporting the distance learning team where necessary.
- Ensure resources for use by staff and students are up to date and relevant for all programmes offered by CAW. Ensure material on the VLE is current and appropriate for learners. Ensure worked answers are available for all worksheets, tasks and mock papers
- Potential to carry out Distance Learning Tutor role for an agreed number of learners working towards Functional Skills as standalone subjects. Act as back up tutor for learners struggling to achieve functional skills.

Student Support

- Document findings
- Report student information to appropriate manager
- Maintain student records

College Procedures

- To comply with all College procedures.

General

- Committed to actively promoting high quality information, advice and guidance to both internal and external enquiries.

Health & Safety

- To comply with the Health & Safety at Work Act.
- To comply with The College of Animal Welfare Health & Safety regulations.
- To ensure that students' safety is considered at all times.
- To take responsibility for maintaining awareness of Health & Safety Committee at the College, via the Committee, minutes and staff noticeboard.

Information, Advice & Guidance

- Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work

- Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance

Safeguarding

- Actively promote high quality information, advice and guidance
- Listen to what clients of our service say about our provision and continually seek to improve our delivery
- Ensure you know the name of the designated person and their role
- Know how to pass on and record concerns about a child or young person
- Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales
- Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse
- Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner
- Be clear with students that you cannot promise to keep secrets
- Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met
- Promote health in areas such as:
 - Smoking
 - Drug and alcohol use
 - Disease prevention and control
- Review policy and procedures on an annual basis

Equal Opportunities

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

Essential Skills

- Car Driver
- To undertake Functional Skills in English and Maths at Level 2
- Previous experience of working within an educational setting
- Able to work on own initiative
- Attention to detail
- Good communication and information technology skills
- Able to build a good rapport with students



Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> • Teaching qualification relevant to the teaching of adults or a commitment to undertake an appropriate initial teaching qualification to be achieved within 12 months of appointment (L3 Award in Education and Training) • A Level 3 subject specific qualification and relevant experience • Level 2 qualification in English and Maths, e.g. Key Skills or Functional Skills • Willing to undertake essential CPD 	<ul style="list-style-type: none"> • Level 3 qualification in coaching • Level 2 Customer Service award • Level 2 qualification in ICT • Subject relevant graduate 	<ul style="list-style-type: none"> • Sight of qualifications documents • Application form
Experience	<ul style="list-style-type: none"> • Professional Registration (if applicable) must be up to date and a copy provided to Human Resources on annual renewal • Understanding of quality improvement strategies 	<ul style="list-style-type: none"> • Awareness of adult learning and how adult learners might be motivated 	<ul style="list-style-type: none"> • Application form • References
Knowledge and Ability	<ul style="list-style-type: none"> • Up to date knowledge within the curriculum subject area. • Understanding of syllabus and assessment requirements for the course • Ability to communicate easily with students, employers, staff and others • Ability to use technology within the classroom 	<ul style="list-style-type: none"> • An ability to promote an inclusive learning environment free from discrimination or oppression • Ability to manage the learning process by planning, monitoring and reviewing • Ability to access learner progress and to give constructive feedback • Ability to understand and implement quality 	<ul style="list-style-type: none"> • Application form • References • Interview

Attributes	Essential	Desirable	How Identified
	and in the preparation of materials		
Attitude/Disposition	<ul style="list-style-type: none"> • A self-evaluative approach to teaching and learning to develop quality provision • An understanding and commitment to promoting equality of opportunity • An understanding and commitment to promoting 'safeguarding' of all students • To meet professional vocational and teaching CPD requirements • DBS – all staff are required to complete a Disclosure & Barring Service application in line with College procedures 	<ul style="list-style-type: none"> • A commitment to lifelong learning and the understanding of its potential impact 	<ul style="list-style-type: none"> • References • Interview

Competencies

- A minimum of 21 hours teaching per week (full time lecturers)
- Attend all team meetings
- Participate in the recruitment, training and assessment of students
- Respond to emails, evaluations, requests for information within 3 working days.

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