

JOB DESCRIPTION

Job Title: Lecturer / Senior Lecturer in PGCE Secondary Mathematics	Band AC2 (Lecturer): £38,784 to £43,482 per annum <i>Opportunity to progress to £47,389 subject to performance and the university reward scheme</i> Band AC3 (Senior Lecturer): £44,746 to £56,535 per annum <i>Opportunity to progress to £61,759 subject to performance and the university reward scheme</i>
School: Institute of Education	
Department: Secondary and Further Education and Skills	
Reporting directly to: Head of Department of Secondary and Further Education and Skills	
Other Contacts Internal: Head of Secondary and Further Education and Skills / Secondary PGCE Course Leader / colleagues working in Professional Administrative Services External: Ofsted, DfE	
Main Duties*: 1. To work as a secondary mathematics subject tutor, to plan and deliver the PGCE Secondary mathematics programme. 2. To undertake the full range of teaching (mathematics), assessment and related duties, with due regard to quality assurance and professional conduct. 3. To contribute to the recruitment and selection processes for the Secondary PGCE mathematics Programme. 4. To contribute to development work in the Secondary team, including participation in regular team meetings, mentor training and development events, department development meetings and School / UW committee work. 5. To contribute to the process of monitoring and profiling trainee teachers. This will include using the online electronic portfolio 'PebblePad' to monitor the progress of trainees and the quality of mentoring. 6. To plan and deliver the Subject Knowledge Enhancement (SKE) course for mathematics (both hybrid and face to face) for candidates prior to commencement of their PGCE course. 7. To administer the pre-course equivalency tests on behalf of the university in maths, science and English. This will include setting and assessing the mathematics equivalency tests. 8. To fulfil a personal academic tutor role. 9. To participate in, and contribute to, procedural and administrative aspects of the course, open days, exam' boards and course and resource management.	

10. To conduct individual or collaborative practice-based research which will inform your teaching and knowledge base as well as your educational practice.
11. To understand the work of external agencies including the DfE, Ofsted, Local Authorities, professional bodies, MATs, schools and subject associations.
12. To deputise as appropriate for the Head of Department in matters related to areas of expertise.
13. To complete the Post Graduate Certificate in Teaching & Learning in Higher Education within three years of starting in the post.
14. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
15. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.
16. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion, that supports the University's duty to secure and promote freedom of speech within the law and takes into account the University's commitment to environmentally sustainable ways of working.

*The above does not represent an exhaustive list of duties associated with this role.

Selection methods:

Shortlisted candidates will be invited to a formal panel interview, and also asked to deliver a 20-minute teaching session to the following brief:

Teaching Session

'Promoting inclusion through mathematics'

The session should be aimed at Secondary PGCE mathematics trainees who are at the beginning of the course. Please ensure your teaching session is underpinned by research. Please note the audience, for the purpose of the interview, will be a small group of staff from the Institute of Education but please treat your audience as if they were trainee teachers. The chair of this group will provide feedback on the teaching session to the interview panel.