

Job Description

Job title	Functional Skills Mathematics Teacher
School / department	Study Support Team – Functional Skills
Rate	£33.99 - £51.92 per hour
Line manager	Head of Study Support
Responsible for (direct reports)	NA
Date of creation or review	11/08/2026

Main purpose of the job

The University of West London are looking for experienced Maths teachers to support with the delivery of our Functional Skills provision. We deliver English and Maths Functional Skills courses at Level 1 and Level 2, preparing students for Pearson Edexcel Functional Skills exams.

As a Functional Skills Teacher, you will be responsible for delivering high-quality, nurturing, and supportive online instruction to adult learners in cohorts of up to 20 learners, helping them to develop mathematical confidence, improve their everyday numeracy skills and successfully achieve their Pearson Edexcel Functional Skills Maths qualification.

Timetables vary to suit the needs of our learners, and classes primarily take place during evenings, and weekends.

Key areas of responsibility

- Develop comprehensive schemes of work, lesson plans, instructional materials, and assessments for Functional Skills courses.
- Deliver engaging and high-impact Functional Skills Maths Level 1 and Level 2 courses, using effective online teaching strategies to maximise learner engagement, retention and achievement.
- Provide clear explanations of concepts, ensuring students grasp fundamental principles and can apply them practically.
- Offer personalised support and guidance to learners who require additional assistance, using online communication methods to facilitate their learning journey effectively.
- Evaluate student performance through assignments and quizzes and provide timely and detailed feedback.

- Maintain accurate records of learner attendance, progress and achievement.
- Monitor learner progress using attendance, assessment and engagement data, taking appropriate action to maximise retention, achievement and pass rates.
- Identify learners at risk of non-completion or failure and implement appropriate intervention strategies
- Collaborate with colleagues to share best practice and contribute to curriculum development.
- Keep up to date with developments in the field of Functional Skills and online education, integrating relevant updates into the course content.
- Attend periodic standardisation, review, and curriculum development meetings with the Functional Skills team.
- Ensure adherence to established teaching policies, procedures, and quality standards.
- To work in accordance with UWL's equality and diversity and safeguarding policies.

In addition to the above areas of responsibility the post-holder may be required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Dimensions / background information

Functional Skills sits within the Study Support Team which currently has 12 Full-Time staff, with 2 dedicated to Functional Skills provision.

Other areas within the Study Support Team also deliver a Peer Mentoring service, Pre-sessional English courses, and Study Skills Support services.

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	Undergraduate degree in Mathematics, or a related field.	Essential	X		
	Recognised teaching qualification (PGCE, Cert Ed, DTLLS, DET or equivalent) or substantial recent Functional Skills teaching experience.	Essential	X		
	Postgraduate Degree	Desirable	X		
Knowledge and experience	Proficiency in utilising online teaching platforms and digital tools to enhance the virtual learning experience.	Essential	X	X	X
	Proven experience teaching Functional Skills Maths Level 1 and/or Level 2, including preparing learners for Pearson Edexcel assessments and supporting them to achieve successful outcomes.	Essential	X	X	
	Experience of preparing learners for Functional Skills examinations, including use of past papers and exam technique.	Essential	X	X	
	Experience of delivering engaging live online teaching to adult learners using platforms such as Microsoft Teams or Zoom.	Essential	X	X	X
	Experience with using the Pearson on-screen exam software	Desirable			
	Experience of teaching adult learners with diverse educational backgrounds, including learners with maths anxiety or negative prior experiences of education.	Essential	X	X	
	Experience of working within a Higher or Further Education environment or similar education institution.	Desirable	X		
	Demonstrable track record of achieving strong Functional Skills Maths pass rates and learner outcomes.	Essential	X	X	
Specific skills to the job	Expertise in creating schemes of work, engaging lesson plans, instructional materials, and assessments.	Essential	X	X	X

	Strong organisational skills to manage course schedules, and digital administrative tasks.	Essential	X	X	
	Ability to adapt teaching methods to accommodate diverse learning styles and abilities.	Essential	X	X	
	Empathetic, non-judgmental and sensitive to the needs of students.	Essential	X	X	X
General skills	Excellent communication and interpersonal skills to effectively engage and motivate learners.	Essential	X	X	X
	Understanding of safeguarding responsibilities when working with adult learners, including vulnerable adults.	Essential	X	X	
	Ability to work independently and as a team while showing accuracy and good attention to detail.	Essential	X	X	
Other	Commitment to working with a diverse student population and strong cultural awareness with an understanding of, and commitment to equal opportunities.	Essential	X	X	
	A commitment to always meeting professional standards when interacting with students and staff.	Essential	X	X	
	Available to deliver teaching during weekday evenings, and on weekends.	Essential	X	X	

Disclosure and Barring Scheme Is a DBS Check required: ☒ DBS ☐ This post does not require a DBS check

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.