

EDUCATION SPECIALIST: MATHEMATICS, MATHEMATICAL LITERACY AND/OR NATURAL SCIENCES

RESPONSIBILITIES:

Academic role: Subject content:

- Manage quality assurance of allocated subjects.
- Develop subject matter in field of expertise OR facilitate subject matter development.
- Moderate subject matter in field of expertise and/or related allocated fields.
- Take responsibility for organizing/facilitating PATs in subjects where applicable.
- Provide advice on possible improvements.
- Ensure that learning material is of good quality before submitted to product development division and later to the printers
- Design and develop or facilitate the design and development of the facilitation instructions according to the unique needs of the education clients.
- Understand and apply CAPS and the assessment requirements as indicated in the study material and/or facilitators' guides.
- Investigate, research, suggest and apply new trends, products and technologies relevant to the allocated phase(s) of education
- Innovate and suggest new teaching models that will address the future needs of education, such as increased independent learning and critical thinking.

Academic Role: Assessor and Moderator:

- Ensure that assessments are of good quality before submitted for moderation or QA (Manager).
- Moderate or facilitate the moderation of assessment tasks in field of expertise and/or related allocated fields.
- Develop or facilitate the design of the assessment instructions and guidelines according to the unique needs of the education clients.
- Apply and monitor the application of CAPS and the assessment requirements of the examination boards in the assessment tasks.
- Ensure that assessment tasks represent the required standard levels (e.g. Blooms & Barrets).
- Set or facilitate assessments in field of expertise or facilitate assessment activities and the marking guidelines / memoranda / rubrics.
- Develop or facilitate the development of the marking schedules, rubrics and memoranda.
- Mark assessment tasks where possible, reasonable and relevant to subject fields in consultation with the CES.

Leadership, management and administration:

- Moderate and follow up on products delivered by the Product Division.
- Manage the day-to-day tasks, i.e. e-mails, telephonic requests and interaction/communication with clients.
- Provide support to corporate clients
- Interact with the Head of Academics and the rest of the management team in providing

feedback and other requirements i.e. marking, assessments, in collaboration with subject heads.

- Manage the progression of submission of products by the subject authors.
- Undergo training and professional development.
- Attend organisational meetings (where required).
- Engage in sound interaction with the rest of the business to report relevant tasks and inform where required.
- Manage and communicate risks that need to be addressed to line managers.
- Facilitate upgrading of products with related divisions.

Marketing:

- Be involved in marketing of products and academic services of the company on a limited scale where necessary.

Finance:

- Assist with budgeting.
- Assist remuneration of external collaborators (e.g. subject authors).

REQUIREMENTS:

- Level 7 Diploma/Bachelors degree with a professional teaching qualification (essential) in Mathematics and/or any of the Natural Sciences. OR
- Level 8 Degree/diploma in relevant field of Education/subject field, i.e Mathematics, Mathe Literacy, or Natural Sciences (advantageous).
- 2 – 3 years in the teaching of Mathematics and/or Mathematical Literacy is required. Experience in teaching Natural Sciences would be an advantage.
- .Applicable Experience:
 - Subject knowledge in Mathematics and/or any of the Natural Sciences
 - Knowledge of the requirements of the various phases of education
 - Developing assessments in fields of study
- Essential Computer Skills:
 - MS Excel
 - MS Word
 - MS Outlook
 - MS Powerpoint
- ~~Language proficiency :~~
 - ~~Afrikaans (fluent)~~
 - ~~English (fluent)~~
- Other requirements:
 - Attention to Detail
 - Ability to follow through on tasks
 - Work with Accuracy
 - Driven by Deadline
 - SACE registration

Salary: Market Related

Please send your CV to cvs@futurelearn.co.za