



## Maths Skills Coach

### Job Description

Faculty / Department:	Maths		
Responsible to:	Head of Learning		
Responsible for:	N/A		
Grade:	£27,269 - £34,810 per annum pro rata (Grade 3-4, SCP 16-25)	Hours:	37 hours (1.0 FTE) FT Fixed Term to 30/06/2023

#### Role Summary:

To join an established team that plans, implements, delivers and supports maths programmes. The commitment will be on the GCSE Maths and Functional Skills programmes.

#### Main Duties and Responsibilities:

##### Work Processes and results

- To provide support to small groups of students to assist with bridging gaps in knowledge for successful GCSE maths completion.
- To coordinate, design, deliver and develop a programme(s) of study up to Level 2 for groups of learners.
- To work with the Head of Learning and the maths Team in developing best practice in supporting students to achieve.  
To assess learners according to established guidelines, and provide a positive learning experience.
- To design, develop, monitor and share resources for learner use.
- To support learners with anxiety issues around exam stresses and pressure with application of social and emotional wellbeing strategy.  
To help identify and support learners with vocational studies implementing maths strategies to aid completion of assignments.
- To liaise with vocational areas to identify areas where maths can be embedded into session.
- To cover GCSE maths classes where there are staff absences.
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.

To complete documentation, appropriate records of learner performance and attendance and administration associated with the role and responsibilities.

- To maintain appropriate standards of learner behaviour and attendance in accordance with college policies.
- To work flexibly as directed by the line manager.
- To implement the college's Mathematics and English code.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies.
- To work closely within the maths team itself.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development. To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning. Including proactive engagement with the College's CPD programme.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **College Values**

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

### **Equality, Diversity, Health and Safety and Strategy**

- A strong commitment to the principles and practice of equality and diversity
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

**General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.*

*This Job Description and Person Specification is accurate as at (June 2022). In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

## PERSON SPECIFICATION

### Maths Development Officer

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Qualified teacher e.g. Cert Ed, PGCE or DTLLS or CET, or a firm commitment to obtain the required teaching qualification</li> <li>Level 3 qualification within relevant subject area</li> <li>Degree level qualification</li> <li>A minimum of 4 GCSEs grade 4 – 9 (C – A*) or equivalent including Maths and English</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>First Aid qualifications (renewable every 3 years), or willingness to attain with the College</li> </ul>	I
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent and relevant experience of delivering learning to 16-18 year olds in an educational setting</li> <li>Recent experience of delivering GCSE Maths programmes</li> <li>Evidence of delivering high quality and effective learning</li> <li>Evidence of providing learning to small groups and individuals</li> <li>Evidence that you are able to apply effective</li> </ul>	<p>A, I, P</p> <p>A, I, P</p> <p>A, I, P</p> <p>I, P</p> <p>I</p>	<ul style="list-style-type: none"> <li>Recent and relevant experience of delivering learning to Adults in an educational setting</li> <li>Recent experience of delivering Functional Skills Maths programmes</li> </ul>	<p>I</p> <p>I</p>

	approaches to teaching to more than one level and target audience	I		
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>• Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies in the post-16 sector</li> <li>• Sound knowledge of developments within the relevant sector</li> <li>• Excellent communication and interpersonal skills</li> <li>• Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent</li> <li>• An understanding of safeguarding and its importance within the college</li> <li>• Ability to plan and prioritise</li> <li>• Effective time management skills</li> <li>• Able to work flexibly as part of a team</li> <li>• Ability to show innovative planning methods for curriculum design</li> </ul>	<p>A, I</p> <p>A, I</p> <p>I, P</p> <p>A, I</p> <p>I</p> <p>I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>	<ul style="list-style-type: none"> <li>• Ability to deliver blended learning via web-based platforms to aid distance learning.</li> <li>• Sound knowledge of developments within the relevant sector</li> </ul>	I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrable understanding of the College's values, and</li> </ul>	I, P		

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	<p>ability to demonstrate practical implementation throughout work duties.</p> <ul style="list-style-type: none"> <li>• Demonstrate an ability to take responsibility for your own and others Health and Safety at work</li> <li>• Demonstrate a commitment to safeguarding and promoting student welfare</li> <li>• Flexible and professional approach</li> <li>• Ability to work as part of a team to achieve common objectives</li> <li>• Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational policy and procedures</li> </ul>	<p>I, P</p> <p>I</p> <p>I, R</p> <p>I, R</p> <p>I, R</p>		
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