

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

|                   |  |              |   |             |            |
|-------------------|--|--------------|---|-------------|------------|
| <b>JOB TITLE</b>  | Further Mathematics Support Programme Area Coordinator |              |   |             |            |
| <b>DEPARTMENT</b> | School of Mathematics and Physics                      |              |   |             |            |
| <b>LOCATION</b>   | Brayford   |              |   |             |            |
| <b>JOB NUMBER</b> | COS081   | <b>GRADE</b> | 8 | <b>DATE</b> | April 2014 |
| <b>REPORTS TO</b> | Head of School   |              |   |             |            |

### CONTEXT

This post is hosted by the School of Mathematics and Physics at the University of Lincoln as part of the national Further Mathematics Support Programme (<http://www.furthermaths.org.uk>) managed by Mathematics in Education and Industry and funded by the Department for Education.

### JOB PURPOSE

The Further Mathematics Support Programme Area Co-ordinator is employed by the University of Lincoln but works closely with the Further Mathematics Support Programme (FMSP) central team and will report to the FMSP Regional manager externally as well as to the Head of School of Mathematics and Physics.

Working as part of the FMSP team, the post holder will be responsible for the effective management of support for schools and colleges in the teaching and learning of A level Mathematics and Further Mathematics in *Lincolnshire, South Humberside and parts of North Nottinghamshire*. This includes:

- Organising tuition for students when schools and colleges are unable to provide it directly themselves
- Supporting schools and colleges so that they can offer Further Mathematics without the need for FMSP-organised tuition
- Supporting teachers with STEP and AEA mathematics
- Organising activities and events to promote level 3 mathematics to key stage 4 students
- Advising schools and colleges on their mathematics provision and organising professional development for teachers.

## KEY RESPONSIBILITIES

### Coordination and Communication

- Gain a detailed knowledge of the level 2 and 3 mathematics provision in schools and colleges and identify local need for support in mathematics for both students and teachers in the FMSP area;
- Be responsible for developing working relationships with the mathematics departments in schools and colleges in the FMSP area with a particular focus on the priority schools as agreed with the Regional Manager;
- Promote the services of the Further Mathematics Support Programme to schools and colleges, students and parents in the FMSP area;
- Publicise regional activities through newsletters, presence at local events and liaison with local media in the FMSP area;
- Work as a team with the other FMSP Area Coordinators, Central Administrative teams and the Regional Manager to ensure the effective operation of the FMSP across the FMSP region;
- Liaise with local Mathematics Education Strategic Hubs (MESH), HEIs and other appropriate local agencies;
- Provide regular highly detailed and specialised reports and meet with FMSP Regional Manager;
- Attend up to three regional meetings with an FMSP Regional Manager each year. These meetings may also be attended by other Area Coordinators and local stakeholders.

### Student Support

- Organise Further Mathematics tuition for students in schools and colleges that are unable to provide tuition directly themselves, including:
  - setting up and/or working with local consortia arrangements;
  - recruiting, training and managing tutors;
- Support the delivery of Further Mathematics in schools and colleges through the promotion of FMSP online lectures and MEI online resources;
- Maintain records of tuition arrangements and consortia in the FMSP area;
- Plan, organise and assist in the delivery of area and regional events, such as revision days and enrichment activities;
- Promote and/or assist with the provision of support for students in developing problem solving skills, including preparation for STEP/AEA/MAT.

### Teacher Support

- Agree with the FMSP Regional Manager and other Area Coordinators a programme of professional development for teachers of mathematics in the FMSP area;
- Promote and provide information on FMSP national PD programmes such as: Teaching Further Mathematics, Teaching Advanced Mathematics and Live Online Professional Development;
- Invite teachers to attend FMSP student tuition, study days, revision days and enrichment events in the FMSP region free of charge, modelling effective pedagogy;
- Encourage teachers to engage in FMSP mathematics networks and communities;
- Offer support and advice to teachers of mathematics.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

### **ADDITIONAL INFORMATION**

#### **Scope and dimensions of the role**

The post will involve some events at evenings and occasionally weekends, for which time off in lieu is given. The post will involve frequent travel to meetings and events within the region.

The post is 0.6 FTE (approximately 22.5 hours per week); there is some flexibility in the working pattern.

The post is funded by the National Further Mathematics Support Programme, until 31st March 2016 in the first instance.

#### **Key working relationships/networks**

| <b>Internal</b>   | <b>External</b>   |
|---|---|
| <ul style="list-style-type: none"> <li>• PVC/Head of College</li> <li>• Head of School of Mathematics and Physics</li> <li>• Marketing and Recruitment Officer</li> <li>• Schools Liaison Team and Marketing and Recruitment</li> </ul> | <ul style="list-style-type: none"> <li>• MEI</li> <li>• Schools and Colleges</li> </ul> |

**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

|                  |   |                   |        |
|------------------|---|-------------------|--------|
| <b>JOB TITLE</b> | Further Mathematics Support Programme<br>Area Coordinator | <b>JOB NUMBER</b> | COS081 |
|------------------|---|-------------------|--------|

| <b>Selection Criteria</b>  | <b>Essential<br/>(E) or<br/>Desirable<br/>(D)</b> | <b>Where Evidenced<br/>Application (A)<br/>Interview (I)<br/>Presentation (P)<br/>References (R)</b> |
|--|---|--|
| <b>Qualifications:</b>   |   |  |
| First degree in Mathematics or closely related subject                                       | <b>E</b>  | <b>A</b>   |
| Mathematics teaching qualification   | <b>E</b>  | <b>A</b>   |
| <b>Experience:</b>   |   |  |
| Extensive secondary teaching experience in Mathematics                                       | <b>E</b>  | <b>A/I</b>   |
| Experience of teaching of Further Mathematics at A-level                                     | <b>E</b>  | <b>A/I</b>   |
| Creating schemes of work for teaching towards examinations                                   | <b>E</b>  | <b>A/I</b>   |
| Use of web-based teaching tools and resources  | <b>E</b>  | <b>A/I</b>   |
| Planning and running activities within a budget  | <b>D</b>  | <b>A/I</b>   |
| Planning and running events  | <b>D</b>  | <b>A/I</b>   |
| Team and staff management  | <b>D</b>  | <b>A/I</b>   |
| Arranging and delivering teaching professional development                                   | <b>D</b>  | <b>A/I</b>   |
| <b>Skills and Knowledge:</b>   |   |  |
| Thorough knowledge of the UK school system   | <b>E</b>  | <b>A/I</b>   |
| Knowledge of educational administration and assessment procedures in secondary education     | <b>E</b>  | <b>A/I</b>   |
| High level of ICT literacy   | <b>E</b>  | <b>A/I</b>   |
| Excellent organisational skills  | <b>E</b>  | <b>A/I</b>   |
| <b>Competencies and Personal Attributes:</b>   |   |  |
| Confident and enthusiastic teacher   | <b>E</b>  | <b>A/I</b>   |
| Accurate written English and ability to communicate effectively, written and oral            | <b>E</b>  | <b>A/I</b>   |
| Convincing and articulate ambassador for scheme  | <b>E</b>  | <b>I</b>   |
| Ability to create and maintain excellent professional relationships with others              | <b>E</b>  | <b>I</b>   |
| <b>Business Requirements</b>   |   |  |
| Willingness to travel to meetings and events throughout the region                           | <b>E</b>  | <b>I</b>   |
| Availability to work outside normal office hours, including evenings and weekends            | <b>E</b>  | <b>I</b>   |
| A DBS Enhanced Disclosure and/or Independent Safeguarding Authority registration is required | <b>E</b>  | <b>I</b>   |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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|---------------|----|-------------|-----|
| <b>Author</b> | AH | <b>HRBA</b> | HDR |
|---------------|----|-------------|-----|