

Further Mathematics Support Programme Area Coordinator for South East England

Part time, fixed term: 1 September 2017 until 30 September 2018

The Further Mathematics Support Programme are seeking to appoint an enthusiastic educational professional with substantial experience of teaching A level Mathematics and Further Mathematics to take on the part-time (2 or possibly 3 days per week) role of Further Mathematics Support Programme Area Co-ordinator for the South East region. This post is part of the national Further Mathematics Support Programme.

You will play a key role in the operation of the Further Mathematics Support Programme working as part of a team of Area Coordinators across the South East region. You will be responsible for the effective management of support for schools and colleges in improving the teaching and learning of A level Mathematics and Further Mathematics in Hampshire, Isle of Wight and Berkshire.

This includes:

- organising activities and events to promote the mathematics A levels to Key Stage 4 students
- advising schools and colleges on their mathematics provision and organising professional development for teachers.
- 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
- coordinating support for teachers and students preparing for MAT, TMUA, STEP and AEA mathematics examinations

The successful candidate will have substantial experience of teaching A level Mathematics and Further Mathematics, outstanding organisational and project coordination skills, excellent communication skills, excellent IT skills, the ability to build and maintain good professional relationships, and will be a confident and enthusiastic teacher with a passion for mathematics.

The starting date is 1 September 2017 or as soon as possible after this date. The post is offered for a fixed term until 30 September 2018 in the first instance.

Closing Date: 14 July 2017
Planned Interview Date: 18 July 2017

Applications by CV and covering letter to office@mei.org.uk.

The Further Mathematics Support Programme is a government funded project managed by Mathematics for Education and Industry (MEI). The successful applicant would be employed by MEI, however this post would be suitable for someone seconded from a school/college. The post involves working with children therefore the appointment will be conditional on an enhanced DBS check revealing no bar to working with children or vulnerable adults.

Background information:

The Further Mathematics Support Programme (www.furthermaths.org.uk) is managed by Mathematics in Education and Industry (MEI) and funded by the Department for Education. The Further Mathematics Support Programme Area Coordinator will be employed by MEI or through a secondment with a school or college. The Area Coordinator will work closely with the Further Mathematics Support Programme central team and will report to the FMSP Regional manager.

Duties and responsibilities of the post:

The duties and responsibilities are divided into three main areas of focus; coordination and communication, student support, and teacher support. The balance between these areas will vary and will require a flexible working approach.

Coordination and Communication

The FMSP Area Coordinator will:

- 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;
- develop 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 Maths Hubs, HEIs and other appropriate local agencies;
- provide regular reports and meet with FMSP Regional Manager;
- attend two-day Area Coordinator conferences three times a year,
- 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

The FMSP Area Coordinator will:

- 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, coordinate and/or assist with the provision of support for students in developing problem solving skills, including preparation for STEP, AEA, MAT and TMUA examinations.

Teacher support

The FMSP Area Coordinator will:

- 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, Teaching Mechanics, Teaching Statistics 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.

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.

Qualifications, skills and experience required:

- A degree in mathematics or a very closely related subject is essential.
- A mathematics teaching qualification and secondary school teaching experience (at least 5 years), and previous experience of teaching Further Mathematics at A Level is essential. The post holder must have a thorough prior knowledge of the UK school system and should be a confident and enthusiastic teacher.
- Experience of creating schemes of work for teaching towards examinations is essential.
- Accurate written English and the ability to communicate clearly and effectively, including writing reports and public speaking are essential – the post holder will represent the FMSP at meetings with schools and other organisations and needs to be a convincing and articulate ambassador for the project, as well as liaising effectively with school teachers and Heads of Department, tutors and students.
- A good knowledge of educational administration and assessment procedures in UK secondary education is essential.
- The successful applicant must have a high level of ICT literacy and should be demonstrably interested in the use of web-based teaching tools and resources. Information-sharing with the FMSP central team is mainly administered via a database, and one of the responsibilities of the FMSP Area Coordinator is to keep the area events webpage up to date.
- Excellent organisational skills are essential – the post holder must be able to manage a complex series of interactions and handle administration and record-keeping efficiently.
- Previous experience of planning and running activities within a budget is desirable
- Previous experience of planning and delivering events is extremely desirable.
- Previous experience of managing teams or other staff is extremely desirable, as the post holder will be responsible for co-ordinating and directing the work of additional tutors.
- Previous experience of arranging and delivering teacher professional development would be an advantage.
- The successful applicant will have the ability to create and maintain excellent professional relations with others. (The duties of the post will require effective liaison with the other Area Coordinators in your region, your FMSP Regional Manager, the FMSP administration team, other groups with a stake in mathematics education, other universities and the schools, colleges and other relevant organisations in your area.)

- The post holder will be required to travel to meetings and events throughout the region as necessary.
- The post holder will be required to have a DBS (police background) Enhanced Disclosure check and/or Independent Safeguarding Authority registration as required, and the appointment will be conditional on there being no bar to the applicant working with children.

Salary & appointment details

The salary for this post will depend on the experience of the successful candidate but will be in the range of £42,000 to £47,000 per annum pro rata.

The post is part-time (0.4 up to 0.6 FTE to be negotiated) and there is some flexibility in how the working pattern could be arranged.

The starting date is 1st September 2017

The post is funded by a grant to from the Department for Education. Funding for the post is available until 30th September 2018 and the post is therefore offered for a fixed term until this date.

Appointment will be conditional on the satisfactory outcome of a DBS enhanced background check.

How to apply

To apply please send

- a **covering letter** detailing relevant experience
- a **CV**

to office@mei.org.uk. We are happy to receive emailed applications.

Applications must be received by 1pm on the closing date of Friday **14th July 2017**. Interviews are planned to take place on **18th July 2018**.