Person Specification – Advanced Mathematics Support Programme Area Coordinator

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	• A degree in Mathematics or a very closely related subject. • A Mathematics teaching qualification and good track record of secondary school teaching experience.		Application Form Pre-employment checks Interview Process
Experience/Knowledge	• Experience of teaching Level 3 Mathematics (A Level Maths/Further Maths and/or Core Maths). • A good knowledge of educational administration and assessment procedures in UK secondary education.	• Previous experience of planning and running activities within a budget. • Previous experience of planning and delivering professional development. • Previous experience of managing teams or other staff.	Application Form Interview Process
Skills/Abilities	• Enthusiasm for Mathematics and the ability to motivate others. • Accurate written English and the ability to communicate clearly and effectively, including writing reports and public speaking. • High level of ICT literacy and should be demonstrably interested in the use of web-based teaching tools and resources. • Excellent organisational skills. • The ability to create and maintain excellent professional relations with others and work as part of a team.		Application Form Interview Process References
Personal Qualities	• Able to support and make a contribution to the mission of the College. • Good record of attendance and punctuality. • Appropriate professional appearance.		Application Form Interview Process References
Other	• Be suitable to work with children and vulnerable adults and support the effective safeguarding of all young people throughout the College. • Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, Safeguarding etc.		Application Form Interview Process