

Job Description and Details – Advanced Mathematics Support Programme Area Coordinator

Background information

This post is hosted by Xaverian College as part of the national Advanced Mathematics Support Programme (www.amsp.org.uk) managed by Mathematics in Education and Industry (MEI) and funded by the Department for Education. The Advanced Mathematics Support Programme Area Coordinator is employed by Xaverian College but will work closely with the Advanced Mathematics Support Programme regional and national teams and will report to the AMSP Regional Lead externally as well as to the Curriculum Leader (Mathematics) at Xaverian College.

Job Purpose

To coordinate support for students and teachers in state-funded schools/colleges, in the Advanced Maths Support Programme (AMSP) Area Coordinator's area of responsibility, in order to improve participation and provision for level 3 mathematics (i.e. AS/A level Maths, AS/A level Further Maths and Core Maths qualifications).

Duties and responsibilities of the Area Coordinator

The duties and responsibilities of the AMSP Area Coordinator are divided into five main parts: management and coordination, communication and evaluation, priority area support, student support, and teacher support. The balance of time spent on these areas will vary throughout the year. A flexible working approach is therefore required and Area Coordinators should liaise with their AMSP Regional Lead about which aspects of the role to focus on at different times of the year.

Management and Coordination of Support in their Area

The Area Coordinator will:

- manage and coordinate local support for level 3 mathematics provided by the AMSP for all schools and colleges located in their assigned area;
- gain a detailed knowledge of the level 3 mathematics provision and attainment, together with knowledge of GCSE mathematics provision and attainment, in schools and colleges in their area;
- develop working relationships with the mathematics departments in schools and colleges in their area with a particular focus on the priority schools/colleges as agreed with their Regional Lead;
- identify where there is a local need for support for both students and teachers to increase participation and provision in level 3 mathematics in their area;
- promote and coordinate support and advice offered by the AMSP for students, parents and teachers in state-funded schools/colleges in their area, with a particular focus on schools/colleges in Opportunity Areas, an area of low participation in level 3 mathematics or those on the AMSP Priority list (details of this support is outlined in a later section);
- line manage mathematics tutors and AMSP Associates based in their area, commissioning and deploying staff to support the delivery student tuition, student enrichment activities, teacher professional development and other general support for schools and colleges in their area.

Communication, Evaluation and Reporting

The Area Coordinator will:

- liaise with local Maths Hubs and meet with the Maths Hub level 3 mathematics lead on a termly basis to coordinate support for level 3 mathematics in the area;
- liaise with HEIs and other appropriate local agencies and stakeholders in their area;
- work as part of a regional and national team with other AMSP Area Coordinators;

- provide news and information about events in their area for the AMSP website, newsletters and social media, in order to publicise AMSP support and activities;
- attend local and regional events, acting as a representative of the AMSP in order to promote the support provided by the programme;
- communicate with AMSP Admin team and National Coordination team to ensure consistent and effective support is provided across the country;
- submit a report on activities, support and progress each term to the AMSP Regional Lead manager and attend regular meetings with the AMSP Regional Lead to plan and coordinate support for their area.

Tailored Support for Priority Area Schools/Colleges

Priority schools and colleges are those in either one of the government's Opportunity Areas, an area of low participation in level 3 mathematics or identified as needing priority support by the AMSP. In addition to providing support services for all state-funded schools/colleges in their area the Area Coordinator will:

- agree with the AMSP Regional Lead a plan for supporting priority area schools/colleges in their area;
- establish contact and develop a working relationship with priority area schools/colleges;
- work with the AMSP Regional Lead to engage with senior leaders and mathematics departments in order to develop tailored support plans to improve provision and participation in level 3 mathematics;
- monitor and review progress with support plans and provide an annual report evaluating the impact of support provided.

Student Support Services

The Area Coordinator will:

- promote and organise Further Mathematics tuition for students in schools and colleges that are unable to provide tuition directly themselves, including, as appropriate:
 - setting up and/or working with local consortia or centre-based tuition arrangements;
 - recruiting, training and managing associates to provide face-to-face tuition;
 - helping schools/colleges to enrol students on online tuition courses;
 - highlighting resources available to support tuition in schools and colleges.
- maintain records of tuition arrangements and consortia in their area;
- support the delivery of level 3 mathematics in schools and colleges through the promotion of AMSP and other relevant resources;
- manage and coordinate the promotion of level 3 mathematics uptake through enrichment activities for 11-16 students, including organising events and competitions
- coordinate support for developing higher level problem-solving skills and support for students preparing for university mathematics entrance tests, including organising enrichment events, competitions, such as the STMC, and regular support classes.
- manage local AMSP Associates, present at local events, collect feedback and report on the events;
- report on the number of students, teachers and schools participating in AMSP student support activities.

Teacher Support Services

The Area Coordinator will:

- manage and coordinate a programme of professional development for teachers of mathematics in their area, covering AS/A level Maths and Further Maths, Core Maths, GCSE Maths, higher level problem-solving and preparation for university entrance tests;
- organise venues and run events for local, regional and national professional development courses/programmes;
- coordinate local networks for teachers, organising meetings, managing the use of local associates to lead network meetings, presenting, collecting feedback and reporting on network activity;
- promote the AMSP national professional development programmes and resources to schools and colleges in their area;

- respond to queries and requests for advice about level 3 mathematics from teachers in their area, and arrange visits to local schools/colleges to support mathematics teachers, as appropriate;
- report on the number of teachers and state-funded schools/colleges participating in AMSP teacher support activities.

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. There is some flexibility in working from home on occasion.

Salary & appointment details

This post is offered with a salary in the range of £39,807 to £42,475 per annum which is NSP9 + Responsibility Allowance Range RA4-RA6 on the Sixth Form Salary Scale for Teaching Staff.

The post is full-time (1.00 FTE).

The preferred starting date is 1st September 2018 although a later start date may be negotiated

The post is funded by a grant to Xaverian College from the Advanced Mathematics Support Programme, which in turn is supported by a grant from the Department for Education. Funding for the post is available until 30th April 2020 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 complete an application form and return this to:

hr@xaverian.ac.uk

or

Human Resources
Xaverian College
Lower Park Road
Manchester
M14 5RB.

Applications must be received by 31st July 2018.