



Oldham College

JOB DESCRIPTION

Job Title:	MATHS COACH (Faculty of Maths)		
Department:	CUMT	Job Ref:	
Grade:	CTU 18-22 £24,636 - £27,634 (pro-rata)	Position Type:	
Responsible to:	Programme Leader	Responsible for:	

Job Description

Main Purpose of Role

To deliver targeted high-quality interventions to improve learner progress and attainment in mathematics.

To track and monitor the impact of interventions, responding to assessment data and adapting as required to meet individual needs.

To liaise closely with tutors, parents and management teams to update on learner progress and any concerns.

To complement teachers' delivery of the maths curriculum and contribute to the development of other support staff, students and college policies and strategies.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also, to supervise whole classes occasionally during the short-term absence of teachers.

Encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of college life.

Main Duties and Responsibilities

Planning

1. Plan and prepare intervention lessons and activities participating in all stages of the planning cycle, including lesson planning, resource development and evaluating/adjusting lessons/plans as required.
2. Contribute to the planning of independent learning opportunities to support learner progress and development.

Teaching and Learning

3. Deliver high-quality, targeted sessions to address individual skills gaps and specific needs.
4. Provide detailed verbal and written feedback on learner work, identifying progress and next steps.
5. Be familiar with maths schemes of learning, lesson plans, ILPs, student targets and learning objectives.

6. Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom.
7. Use behaviour management strategies, in line with college policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
8. Organise and safely manage the appropriate learning environment and resources.
9. Promote and reinforce student's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
10. Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment

11. Evaluate students' progress through a range of assessment activities.
12. Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
13. Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement.
14. Assist in maintaining and analysing records of students' progress.

Behavioural and Pastoral

15. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant college policies and procedures and making sure the individual/s involved understand it is unacceptable.
16. Understand and implement college child protection procedures and comply with legal responsibilities.
17. Provide support and assistance for student's pastoral needs.
18. Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to college and community links.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to

undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.

- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

You are required to work flexibly to meet the needs of the service and, along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared By:	Carly McManus	Date:	28.02.24
Reviewed By:	Joanne Rumney	Date:	
Reviewed By:		Date:	

PERSON SPECIFICATION

POST: Progress Tutor Maths

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role. You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care-oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Experience of working in a support, mentoring or educator role	*
Experience of working with young people in a learning environment	*
Demonstrates sufficient understanding of curriculum area and examination frameworks	
Experience of providing excellent customer service	*
Able to assess learner progress and provide high-quality, targeted feedback so that learners can identify what they have achieved and their next steps	
Demonstrates strong interpersonal skills and communication skills	*
Able to build and maintain effective relationships with staff, students and key stakeholders to support engagement and learner progress	
Understanding of the key factors that impact upon student learning and progress	*
Understanding of behaviour management strategies that contribute towards a purposeful learning environment	
Demonstrates effective ICT skills and understand of ICT systems and processes to support communications and progress tracking	*
Understanding of inclusion and strategies for ensuring this	*
<u>Qualifications</u>	
ESSENTIAL:	
Grade C/4 in Mathematics or Level 2 Functional Skills	*
Grade C/4 in English or Level 2 Functional Skills	*
Level 3 qualification in mathematics or related subject e.g. Statistics	*
<u>Qualifications</u>	
DESIRABLE:	
A Degree, or working towards one.	
A recognised teaching support or mentoring qualification	
A recognised teaching qualification	
<u>Other Work Related Requirements</u>	
ESSENTIAL:	
Ability to work occasional evenings, Saturdays, on a rota basis as required	*
Suitability to work with children	*

