



JOB DESCRIPTION

POST: **Maths Coach**

RESPONSIBLE TO: **Head of Maths**

JOB PURPOSE:

As a Maths Coach you will be specialising in Mathematics, providing dedicated academic support to 16-18 Study Programme students resitting their maths qualification. Your focus will be supporting students to improve on their maths, focusing on their specific weaknesses, setting targets, supporting delivery and helping them improve attendance.

Collaborating with Curriculum and Support staff, you will ensure students are improving their maths skills at the rate required.

LOCATION: **AYLESBURY / AMERSHAM / WYCOMBE**

SPECIFIC DUTIES:

1. Lead small groups of students out of larger classes, conducting focused sessions in designated spaces, specifically tailored for Mathematics support.
2. Provide assistance in classrooms, offering targeted support to enhance progress in Mathematics.
3. Offer cover support when necessary, ensuring a seamless learning experience for students.
4. Engage in Level 3 teacher training with the potential to transition to a teaching role, fostering continuous professional development.
5. Assist in tracking student attendance and promptly address root causes to maintain a positive learning environment.
6. Participate in exam administration for Mathematics, contributing to the smooth execution of assessment processes.
7. Contribute to open days, showcasing the impact of Mathematics support on student success.
8. Set specific targets for Mathematics with individual students, tailoring goals to their unique needs.

9. Establish connections between Mathematics and other curriculum areas, promoting interdisciplinary learning.

1. General

2. Actively promote and market the College. Present a positive image of the College and its activities both within and outside the College environment.
3. Promote by positive example both internally and externally the philosophy, values and behaviour stated in the College's Vision, Values and strategic goals.
4. Undergo any training and development relevant to the satisfactory performance of the job as required in accordance with the Staff Development Policy and available budgets.
5. Carry out duties at all times in accordance with the College's policies including Equality and Diversity and Health and Safety Policies.
6. Be aware of and maintain within the College, the College's approach to security and discipline.
7. The post will be based at one of the College campuses, but the duties of the job will require the post holder to work at any College campus or other location connected with the work of the College. Travel between the College main campuses will form a requisite part of this post.
8. Undertake any other responsibilities commensurate with the grade of the post, which the Principal or their senior management representative may from time to time require or their senior management representative may from time to time require.

STAFF SUPERVISED: None

CONDITIONS OF SERVICE Buckinghamshire College Group Business Support

This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.

Date: April 2024

PERSON SPECIFICATION

AREA: Learning Innovation

TEAM: Maths and English

POST TITLE: Maths Coach

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Formal Qualification	Level 3 qualification in relevant area or Degree level qualification in a relevant subject area or equivalent in industry experience.	√	
	Maths and English qualification to GCSE or higher.	√	
	A degree or equivalent level 4 qualification		√
Knowledge	An understanding of, and demonstrable commitment to, Safeguarding Children and Young People and Vulnerable Adults	√	
	Awareness of the need to protect confidential information	√	
	Knowledge of administrative systems		√
	Knowledge of post-16 education and qualifications		√
Experience	Experience of working successfully as a member of a team	√	
	Experience of working in a customer facing environment	√	
	Experience working in an educational environment		√
	Experience of working with young people		√
Skills	Effective communication skills	√	
	Good organisational and time management skills	√	
	The ability to take responsibility for several jobs simultaneously, and see them through to completion	√	
	Ability to promote and deliver outstanding customer service.		√
	The ability to use own initiative in the solution of problems		√
Other Specific Qualities	Ability to demonstrate values and behaviours suitable to work with children and young people.	√	
	Ability to work well as part of a team and collaborate with others.	√	
	A good listener, facilitator of learning, motivator, advocate and role model	√	
	Demonstrable commitment to Equality & Diversity, Child Protection, Safeguarding and Prevent showing a desire to challenge inequality & promote diversity and adhere to College Policies and Procedures.	√	
	Enthusiastic and self-motivated.	√	
Personal Motivation	Desire to cultivate young people's skills and develop their Employability.	√	
	Sensitive and flexible to students' needs.	√	
	Calm and approachable influence.		√
	Ability to promote and deliver outstanding customer service.		√
Physical Requirements	Ability to carry out the physical requirements of the job	√	

Circumstances	An Enhanced DBS (Disclosure and Barring Service) check will be required for all posts payable by candidate	√	
	Flexible, work may occasionally include evenings. Core work hours will be between 8.30am and 5pm	√	
	Access to own transport (as required).		√

E = Essential D = Desirable

