



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Advanced Mathematics Support Programme Area Coordinator, School of Mathematics, Faculty of Engineering and Physical Sciences**



**Salary: Grade 7 (£33,797 – £40,322 p.a. pro rata)**

**Reference: EPSMA1010**

**Closing date: 18 February 2020**

**Part time, 60% full time equivalent**

**Fixed term for up to one year, to end by April 2021**

**We will consider job share / flexible working arrangements**

# Advanced Mathematics Support Programme Area Coordinator

## School of Mathematics, Faculty of Engineering and Physical Sciences

**Are you enthusiastic about post 16 maths education? Do you have experience of supporting schools to improve their maths provision? Would you like to work flexibly on a range of teacher and student initiatives across an area?**

The aims of the Advanced Mathematics Support Programme (AMSP) are to increase participation in AS/A level Mathematics and Further Mathematics and Core Mathematics, to improve the quality of mathematics teaching, and to increase the number of students studying STEM degrees.

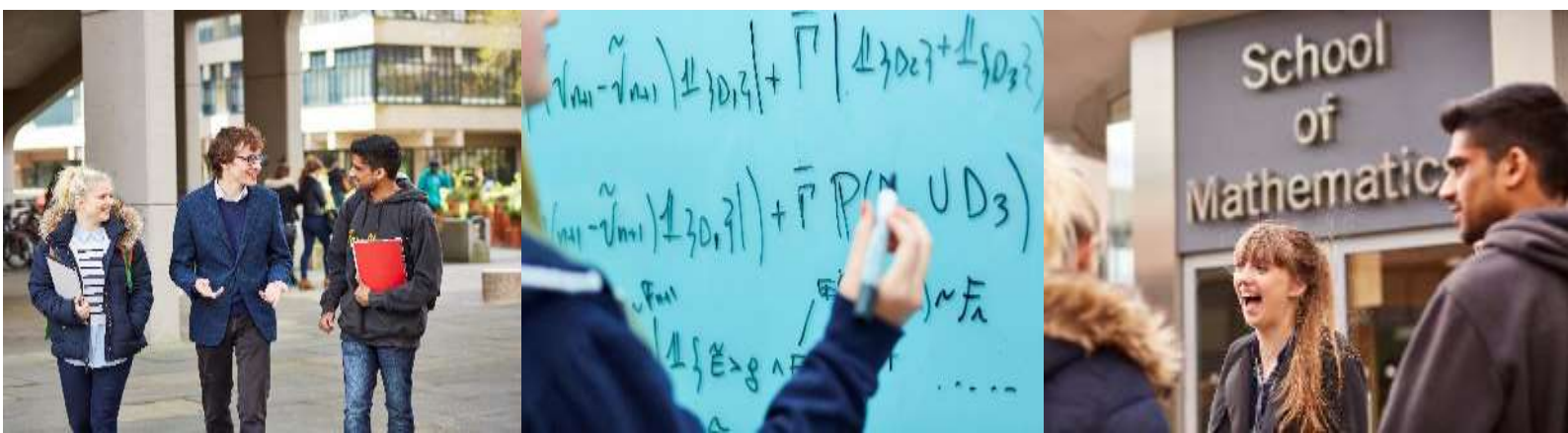
The Area Coordinator's role is to coordinate support for students and teachers in state-funded schools/colleges in their geographical area of responsibility, in order to improve participation and provision for level 3 Mathematics.

You will play a key role in developing and implementing a strategic plan, working towards these aims in the Yorkshire and Humberside Region, and will work as a part of a team of Area Coordinators across the country to meet the KPIs of the AMSP contract.

You will be responsible for the planning and management of support for schools and colleges in the teaching and learning of Level 3 Mathematics in your area, and for providing advice to these institutions on improvement of teaching and expansion of provision.

You will have a good first degree in Mathematics or a subject with a high mathematical content and a recognised teaching qualification, alongside extensive experience of teaching school-level mathematics, including at Level 3.

You will work mainly from home but will need to visit schools, the University campus, or other locations for meetings or events. There is scope to adapt the details of the Area this role covers to suit your home location.



## What does the role entail?

As an Advanced Mathematics Support Programme Area Coordinator your main duties will include:

- Advising and supporting schools to improve, expand, or introduce Core Maths, A level Maths and A level Further Maths;
- Gaining a detailed knowledge of the Level 3 mathematics provision in local schools and colleges and any constraints and context driving decision making, and using this to develop and implement local strategy for the delivery of the AMSP contract measured by contribution to the Regional strategy and National KPIs;
- Liaising effectively with the other Area Coordinators in your region, your AMSP Regional Lead and administration team, universities, schools, colleges, and other relevant organisations in your area including local agencies, Maths Hubs and Local Authorities;
- Working as a team with other AMSP Area Coordinators and your Regional Lead to ensure the effective operation of the AMSP across the region, including supporting events across the region and publicising events directly to schools and colleges;
- Maintaining accurate records of contacts and interactions made with schools and colleges via the AMSP database, including monitoring feedback against objectives;
- Working with the AMSP Regional Lead to agree a plan for supporting Priority Area schools/colleges in your area, and engage with senior leaders and maths departments in order to develop Participation Plans to improve provision and participation in level 3 Maths;
- Organising, publicising and running student support events, including enrichment events to inspire students to continue with maths at Level 3, and problem solving events to support students taking university application tests;
- Organising, publicising and delivering a programme of professional development for mathematics teachers in your area, covering Core and GCSE Maths, AS/A level Maths and Further Maths, and higher level problem-solving and preparation for university entrance tests, in liaison with your AMSP Regional Manager and other Area Coordinators;
- Initiating and running Teacher Networks, to identify how to improve Maths teaching, and to improve the skills of teachers, and encouraging teachers to engage in these networks and communities;



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As an AMSP Area Coordinator you will have:

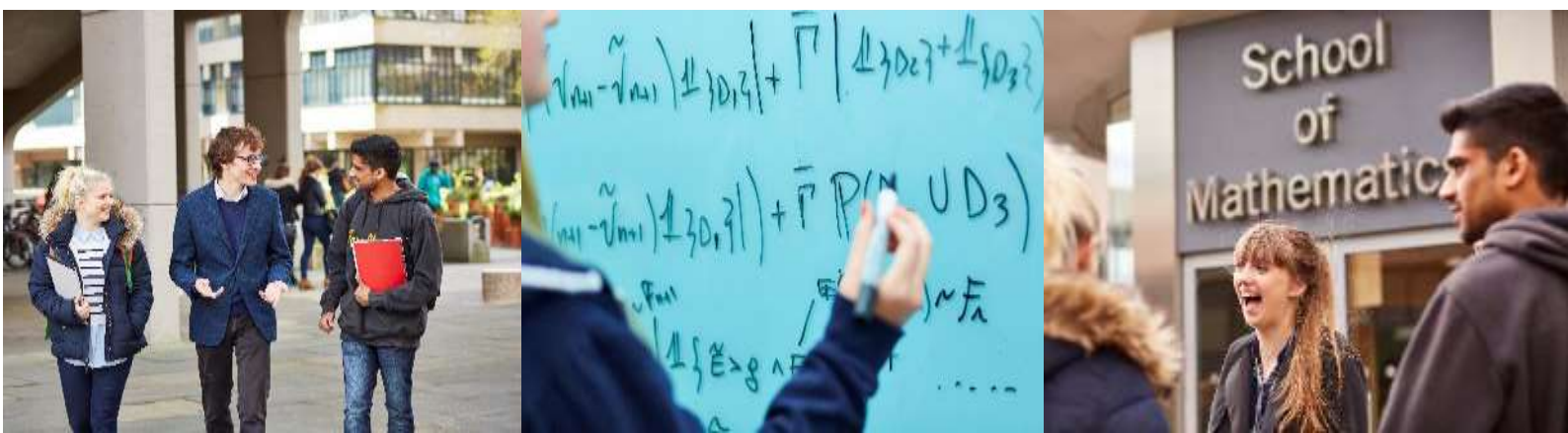
- A recognised teaching qualification;
- Extensive experience of teaching school-level mathematics, including Level 3;
- A good first degree in Mathematics or a subject with a high mathematical content;
- IT fluency including internet and email skills;
- A good understanding of local and national support networks for mathematics teaching in schools;
- Experience of working with school/college teachers to support their development;
- Proven excellent organisational skills;
- A proven ability to communicate effectively with students from a variety of backgrounds as well as school staff and academics;
- A passion for mathematics and experience of promoting mathematics and an ability to enthuse and inspire others;
- The ability to work proactively and independently as well as with a group;
- A flexible approach to managing and balancing a varied workload.

You may also have:

- Experience of working with the Advanced Mathematics Support Programme;
- Experience of tutoring mathematics online;
- The ability to manage and guide a team of tutors and provide academic input where necessary.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).



## Contact information

To explore the post further or for any queries you may have, please contact:

**Sally White, AMSP Regional Lead | North East and Yorkshire and Humber Regions**

Tel: +44 (0)7867 143336

Email: [sally.white@amsp.org.uk](mailto:sally.white@amsp.org.uk)

## Additional information

### Faculty and School Information

Further information is available on the research and teaching activities of the [School of Mathematics](#). Find out more about the [AMSP](#).

### A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN [Bronze](#) or [Silver](#) Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975



This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

