



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

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



Salary: Grade 7 (£37,099 – £44,263 pro rata p.a.)

Reference: EPSMA1110

Closing date: Friday 10 May 2024

Part time, 22.5 hours per week

Fixed term until 31 July 2025

We will consider job share and we are open to discussing flexible working arrangements.

Advanced Mathematics Support Programme Area Coordinator, School of Mathematics.

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, Further Mathematics and Core Maths, 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 and meet the aims of the AMSP contract.

You will work as a part of a team of Area Coordinators across the Yorkshire and Humberside, led by the Regional Lead. 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 extensive experience of teaching school-level Mathematics, including at Level 3, and a good first degree in Mathematics or equivalent and a recognised teaching qualification.

You will work mainly from home but will need to visit schools, the University campus, or other locations across Yorkshire for meetings or events. There is scope to adapt the details of the area this role covers to suit your home location which does not need to be close to the University of Leeds.



What does the role entail?

As an Advanced Mathematics Support Programme Area Coordinator, your work is directed by the Regional Lead and your main duties will include:

- Contributing to the AMSP Regional Strategy to improve level 3 mathematics in the Region, in liaison with Maths Hubs and other stakeholders by using an understanding of the local schools and colleges to identify areas where PD events could be provided to improve level 3 provision, and where enrichment events could be put on to widen opportunities for students;
- Contributing to the decision-making process as well as making independent decisions about what events to put in which locations, based on need and understanding of the education in the Region;
- Advising and supporting priority schools with their development plans including ensuring access to high quality Professional Development, student enrichment and departmental strategies;
- Organising and delivering professional development for teachers of GCSE, Core Mathematics, A level Mathematics and Further Mathematics across the Region;
- Organising and delivering activities and large events to promote level 3 Mathematics to students in Key Stage 3 and 4 – you will be required to design your own teaching materials and use available materials to supplement this;
- Coordinating support and tuition for students of Core Mathematics, Further Mathematics and for students preparing for university Mathematics entrance examinations.

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:

- Proven experience within school or college Mathematics department/s;
- An appreciation of the challenges in Mathematics education within the school system and a developed understanding of school improvement issues;
- Ability to be self-directing, defining activities and milestones and ensuring that these meet the needs of the overall programme;
- Excellent time management and planning skills;
- Be well organised and able to prioritise workload;
- Experience of working in a management role or with additional responsibility within a mathematics department and ability to communicate well at this level.

You may also have:

- Experience of delivering Professional Development, either via collaboration or by direct training;
- Experience of managing multiple activities, including remote and in person events;
- Experience of contributing towards the development and implementation of strategic plans.

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:

Stephen Wilkinson, AMSP Regional Lead for Yorkshire and Humber

Email: Stephen.Wilkinson@amsp.org.uk



Additional information

Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the [School of Mathematics](#).

A diverse workforce

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences we are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [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.

Information for disabled candidates

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

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced 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](#).