

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Multiply Numeracy Coordinator - 28hrs per week (0.8 fraction)</b>
<b>DEPARTMENT:</b>	<b>Universal Skills</b>
<b>REPORTS INTO:</b>	<b>Head of Universal Skills</b>
<b>OVERVIEW OF THE JOB</b>	
<p>As part of the Centre for Universal Skills, the Multiply Numeracy Coordinator will lead on the design and delivery of numeracy courses that form part of the new Multiply initiative. Multiply is a 3-year government funded programme to develop the numeracy skills of those without a maths GCSE at grade C (or equivalent). It develops adult learners' understanding and use of maths in daily life, at home and at work.</p> <p>Multiply presents an exciting opportunity to develop a bespoke offer to learners, which prioritises those with the greatest need to develop their numeracy skills for life and work. The Multiply Numeracy Coordinator is a central point of contact for the Multiply programme. Leading a team of tutors, this role works with the Head of Universal Skills to ensure that Multiply courses are innovative, ambitious and relevant to the needs of individuals; particularly those least likely to access support for their numeracy skills otherwise. The role is responsible for the coordination of curriculum design, teaching activities, recruitment and quality assurance.</p>	
<b>KEY AREAS OF RESPONSIBILITY</b>	<b>KEY PERFORMANCE INDICATORS (KPIs)</b>
<b>Curriculum Development and Delivery</b>	<ul style="list-style-type: none"> <li>• Develop and implement effective curriculum management within Multiply delivery.</li> <li>• Working with the Multiply Partnerships Coordinator, identify new opportunities for the innovative design of numeracy courses to meet the needs of individuals, communities and employers.</li> <li>• Ensure that Multiply courses support the department's purpose statement of enabling adults to acquire and develop the skills needed to participate in different literacies, express themselves effectively and make progress in the jobs market.</li> <li>• Teach on the Multiply programme - hours to be agreed.</li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>• Ensure continuous quality improvement of the Multiply programme, in line with Ofsted and City Lit requirements, through self-assessment and quality improvement.</li> <li>• Support numeracy tutors in their developing pedagogies appropriate to fulfilling the department's purpose statement and quality improvement plan.</li> <li>• Carry out class visits and drop-ins, following up with learning projects, training sessions, and other post-visit activities.</li> <li>• Support the Head of Universal Skills in developing the Centre's RARPA process and working with tutors to ensure RARPA practices align with the curriculum intent.</li> <li>• Develop the digital and on-line learning capacities within the department.</li> <li>• Work with the Access, Inclusion &amp; Support team to ensure all learners receive the support they need, including exam access.</li> <li>• Assess new learners to ensure they are placed appropriately on the Multiply programme and ensure existing learners progress effectively across and outside the department's provision.</li> </ul>
<b>Business Management</b>	<ul style="list-style-type: none"> <li>• Work with the Head of Universal Skills, the Multiply Partnerships Coordinator, and other colleagues to identify and respond to opportunities for growth and development</li> <li>• Support staff recruitment, training, and performance to ensure high quality provision.</li> <li>• Support reporting on recruitment, engagement, success and progression of the contract and report to the Head of Universal Skills on outcomes.</li> <li>• Coordinate, monitor and review course performance within the Multiply programme.</li> <li>• Support the Multiply programme group, and other colleagues, on marketing and</li> </ul>

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	engagement activity for the Multiply programme.
<b>Talent Management and Resource Management</b>	<ul style="list-style-type: none"> <li>• Participate in the recruitment, selection and induction of new staff and tutors.</li> <li>• Motivate, develop and lead a team of tutors.</li> <li>• Manage digital and analogue resources for the effective delivery of both online and face-to-face classes.</li> </ul>
<b>External Engagement</b>	<ul style="list-style-type: none"> <li>• Represent and advocate for the Multiply programme externally (and internally) to cement and raise the profile of numeracy courses and Universal Skills to meet college objectives.</li> <li>• Support the Multiply Partnerships Coordinator to maintain and develop partnerships with external partners relevant to the curriculum area.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Maintain a high level of expert knowledge in the specialist area through continuous professional development.</li> <li>• Attend relevant training / development events and meetings as required.</li> <li>• Promote and work at all times in accordance with the policies, procedures and values of City Lit, including those regarding safeguarding, health &amp; safety, equality &amp; inclusion and customer care.</li> <li>• Support the Multiply Partnerships Coordinator, as required, to ensure the effective design and delivery of numeracy courses and relationships with external partners.</li> <li>• Carry out any other duties as appropriate to the post.</li> </ul>

KNOWLEDGE/QUALIFICATIONS/ATTRIBUTES REQUIRED	SKILLS/EXPERIENCE REQUIRED
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A graduate or post-graduate qualification</li> <li>• A numeracy teaching qualification relevant to the curriculum area (e.g. Level 5 DET, DTLLS or PGCE that includes a pathway in Numeracy)</li> <li>• Maths and English at GCSE Grade C or above (or equivalent).</li> <li>• Excellent knowledge of all aspects of foundation and entry level numeracy curricula</li> <li>• In-depth knowledge of effective pedagogical approaches for adults (andragogy)</li> <li>• Ability to work under pressure</li> <li>• Ability to see the bigger picture</li> <li>• Ability to challenge, analyse and take risks</li> <li>• Ability to work both independently and collaboratively with others.</li> </ul>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Proven experience in providing outstanding teaching, learning and assessment to adults</li> <li>• Ability to work with tutors and lead on participatory pedagogical approaches including task or project-based learning</li> <li>• The ability to create a supportive learning environment where tutors feel able to grow and experiment with their teaching, learning and assessing</li> <li>• Ability to develop and teach a curriculum that enables the most disadvantaged adults to engage successfully with maths.</li> <li>• Up-to-date digital skills including cloud-based collaboration, data analysis and online teaching, learning and assessing</li> <li>• Effective leadership skills</li> <li>• Excellent communication skills</li> <li>• Excellent time management and organisation skills</li> <li>• Experience of promoting equality and diversity</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Have a sound understanding of Government funding rules and eligibility criteria with regard to adult skills.</li> </ul>

<b>HOURS OF WORK</b>	<p>28 hours per week with some flexibility required regarding days and times (may include some evenings and weekends).</p> <p>Work schedule to be agreed with Head of Universal Skills.</p>
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