

Job Profile

Job Title: Multiply (Maths) Coordinator

Job Grade: Level 3 Zone 2

Salary Range: £34,629 - £40,171

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden Adult Community Learning (ACL)'s mission is to encourage and support adults to make their first steps back into learning and so become more active economically, in their families and communities and maintain better health.

The Service provides learning opportunities in a wide variety of community venues, focused on deprived areas where we can make a difference for adults and their families. Information advice and guidance is the business of all staff and volunteers at Camden ACL.

The Multiply Coordinator role will support ACL's goals by enabling residents to engage in maths. It will gather and provide information regarding maths provision across the borough and ensuring that residents are supported to access appropriate courses, schools and partner organisations are fully informed, and that learner views and other data are collected and presented effectively.

About the role

The main purpose of the role is to jointly plan, develop and manage highly engaging, flexible and impactful 1 to 1 Maths engagements by liaising with Camden Maths/Numeracy providers and community partners to be the first point of contact to ensure problems are dealt with as effectively as possible.

The postholder will deliver personalised one to one and small group maths related sessions, including financial awareness, to adults in Camden and work alongside Line management to reach performance targets including recruitment of propriety learner groups; teaching and delivering IAG and one to one and small group Maths to 150 learners per academic year, delivery in priority locations; safeguarding learners recruitment, attendance and achievement; quality of delivery; number of taught hours; learner outcomes and progression with the aim of progressing participants towards increased numeracy skills including functional skills qualifications and GCSE Maths etc.

The role ensures that learners receive thorough and impartial information and advice to enable them to make informed choices about their current learning and future plans. The Multiply programme will effectively reach priority groups and achieve high levels of learner and partner satisfaction through a high

standard of teaching and IAG including finding and setting up provision across Camden as well as keeping an up to date list of existing Maths programming for learners to access at other providers.

About you

You are able to advise and decide on the feasibility of setting up Multiply programmes in new centres and advise on and manage resources and setting up of new equipment for Multiply provision. You can teach and deliver IAG and one to one and small group Maths and manage your own Rarpa system maintaining an effective audit trail to meet the requirements of the Service and Camden Council.

You have the communication and data collection skills to liaise with key stakeholders including employers and employees and create a Camden working group to facilitate IAG in Maths into those providers who deliver Maths programming as well as engage in a regularly good practice sharing relationship with Multiply Islington. You can provide all relevant MIS data and provide a quarterly and annual paper on the impact of Multiply and assist the Service Management in any required audits and returns re Multiply Funding ensuring that all Quality and compliance matters are met including those pertinent to both the OFSTED framework and the Matrix Standard.

Essential knowledge and experience:

- Full Level 5 adult teaching qualification (such as DTLLS or its equivalent)
- Level 2 Literacy
- Level 3 Numeracy or equivalent
- Knowledge of Matrix
- Experience of teaching Maths programming with strong progression outcomes
- Experience of developing and working in partnership with community and learning providers.
- Experience of working with Learners from diverse backgrounds reflecting the population of Camden

Work Environment:

The ACL team is based in 5 Pancras Square

The post holder will be expected to spend part of the working week out in a wide range of settings across Camden where IAG/tuition are being delivered.

The post holder will occasionally be required to work weekends and evenings.

The post holder will be able to request to work from home as appropriate

The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

People Management Responsibilities:

None

Relationships:

- Head of ACL Service

- Deputy Head of Service
- Managers at Learning Providers
- Service marketing lead
- Senior managers within the Service
- (EAS/PM as a line manager)
- Heads of Schools
- Business leads
- Community leaders
- Corporate IT Team
- Community Development Manager
- Job Hubs
- DWP/JCP
- Inclusive Economy Officers

This post reports to the (Deputy Head or EAS Manager)

This post will work closely with community and learning centre managers and tutors

This post will work closely and independently with Community leaders and managers

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG