JOIN TEAM NCD

FIND YOUR NEW New College Durham

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

Issue Date: #####

JOB DESCRIPTION

Job Title	**Curriculum Support Coach - Maths**
Grade	Support Grade F02-F03
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Maths
Accountable to	Head of Maths

JOB PURPOSE

The post holder will provide targeted Maths coaching to help learners make progress and prepare for assessment. The role will focus primarily on GCSE Maths, with Functional Skills Maths coaching provided where required to meet departmental need. Working under the direction of Maths leadership and alongside lecturers, they will deliver planned one-to-one and small-group interventions, respond to referrals, maintain accurate records and evaluate impact. The full-time role will provide flexible coaching capacity across the teaching week.

KEY RESULT AREAS

1. Delivering targeted one-to-one and small-group Maths coaching, primarily for GCSE learners and, where required, Functional Skills Maths learners
2. Using lecturer referrals, assessment information and learner performance to identify support needs and agree clear intervention priorities
3. Planning and adapting coaching activities and resources that align with the relevant GCSE or Functional Skills Maths curriculum and the learner's current programme
4. Maintaining accurate records of referrals, attendance, intervention content, progress and outcomes using agreed college systems
5. Providing timely feedback to lecturers and Maths leadership and contributing to evaluation of the reach and impact of intervention
6. Support the integration of innovative digital approaches to improve curriuculum or corporate functions, ensuring services are enhanced and are efficient.
7. Provide short-term cover arrangements, cover supervision, support in recruitment and transitional events and assessor duties.
8. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

BELONGING AND INCLUSION

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging an Inclusion please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share th is commitment.

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk

ASSESSED BY KEY

1. Application form **2.** Interview **3.** On the job **4.** Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

PERSON SPECIFICATION

Job Title: Curriculum Support Coach - Maths

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent	1	✓	
A teaching, coaching, mentoring or learning support qualification, or a willingness to work towards one	1	✓	
Recent experience of supporting young people or adults in a learning environment	1	✓	
Experience of delivering effective one-to-one or small-group learning support	1	✓	
A sound understanding of the GCSE Maths curriculum	2,4	✓	
An understanding of Functional Skills Maths standards and curriculum	3		✓
Ability to explain mathematical concepts clearly and adapt approaches to meet individual needs	2,4	✓	
Ability to use assessment information and learner performance to identify gaps and plan targeted support	2,4	✓	
Ability to monitor, record and evaluate learner progress and the impact of intervention	2,4	✓	
Ability to prioritise and organise own workload and work in a timely and effective manner	2,4	✓	

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PERSON SPECIFICATION

Job Title: Curriculum Support Coach - Maths

Skills	*Assessed by*	*Essential*	*Desirable**
Suitable to work with young people and vulnerable groups	1 , 3	✓	
A proven track record of being able to prioritise and organise own work	1, 2	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2	✓	
Demonstrate the ability to work effectively with others.	2, 3	✓	
A commitment to resolving problems and to improving own performance	2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2, 3	✓	
Confidence in using digital tools to support in the role	1 , 2, 4	✓	

***For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

***This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: 29-9-26