

<b>Job Title:</b> Numeracy Mentor - Multiply	<b>Role Profile Number:</b> SBC_11613
<b>Grade: 7</b>	<b>Date Prepared:</b> 02/10/2022
<b>Directorate/Group:</b> Children’s Services: Skills, Employment and Lifelong Learning/ Adult Community Learning	<b>Reporting to:</b> Multiply Project Lead
<b>Structure Chart attached:</b>	Yes

Multiply is a new government-funded programme to help adults who do not have a maths qualification at level 2 (or equivalent) improve their numeracy skills through engagement activities, learning opportunities and qualifications.

**Job Purpose**

- To develop and deliver/support a range of engagement and learning activities to our priority groups that positively promote the value of numeracy skills and the range of Multiply (and other) opportunities available to develop these.
- To support individuals on Multiply programmes to identify and overcome barriers to maths learning and positive progression including those with distinct needs such as dyscalculia or dyslexia and those who are neurodivergent
- To work closely with the Multiply Lead, Champions and Tutors to increase learner attainment and progression in the community and workplaces.

**Key Accountabilities**

- Positively promote the value of numeracy skills for individuals from our priority groups and employers through targeted engagement activities
- Support individuals to assess their current maths skill level, identify how this could be improved and provide relevant information and advice to support them to progress
- Develop and deliver personalised one to one and small group maths related sessions, including building maths confidence and overcoming maths anxiety
- Identify and support those with distinct needs such as dyscalculia or dyslexia and those who are neurodivergent. This includes supporting learners to understand the outcomes of any assessments for

example, dyslexia and dyscalculia, and help them to develop coping strategies to support their learning and progression

- Provide support to break down barriers to maths learning and work with those who are progressing towards or participating in a maths qualification, but need extra support to keep on track and succeed.
- Support the achievement of planned Multiply outcomes through effective engagement and learner support
- Support a range of engagement and attainment strategies based in communities and organisations across Swindon
- Build trust to support residents engage with the Multiply (and other) opportunities available.
- Equip and support learners with low confidence in numeracy skills to reach their full potential.
- Motivate and empower learners to develop their self-reliance and self-esteem and help them to adjust to new challenges
- Connect with adults in the community and workplace to enhance their numeracy capabilities.
- Undertake the day to day administration and business processes that support the effective functioning of Multiply
- Identify ways to effectively market Multiply provision to referrers and individuals including regular distribution of course information to potential referrers.

### **Supplementary Accountabilities**

- Maintain own CPD and attend training opportunities when required

### **Knowledge & Experience**

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience of supporting this specific 19+ priority group to break down barriers, increase opportunity and support progression.
- Experience of developing and delivering numeracy skills courses that reduce maths anxiety and increase confidence
- Knowledge of dyslexia and dyscalculia and how this can affect an individual
- Experience of supporting those with distinct needs such as dyscalculia or dyslexia and those who are neurodivergent.
- Experience of mentoring individual learners to support their achievement and progression to further learning
- Ability to promote learner well-being by encouraging them to develop good relationships with others.
- Identify signs of learner disengagement and develop strategies to improve attendance, enhance individual motivation and attitude.
- Good communication skills and the ability to help a broad, diverse group of people and work effectively with community-based partners.
- Excellent organisational ability and time management with the ability to work independently or as part team.
- Strong ICT skills including use of Microsoft Office Word, Excel and PowerPoint.

- Ability to maintain accurate records and organise paperwork
- Willingness to attend relevant training and development opportunities to serve as numeracy advocates and support adults in their communities.

**Qualifications**

- Maths and English at Level 2 or equivalent
- Adult Education and Training qualification to at least Level 3 or willingness to work towards

**Decision Making**

- Able to manage own workload and meet deadlines.
- Identify priority improvement actions that once implemented will have most impact on the future delivery.

**Creativity and Innovation**

- Establishing innovative ways to continually improve our service to learners, tutors, Providers, SBC teams and to meet the requirements in the Ofsted Framework.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility None</b></p> <p><b>Asset Responsibility:</b> Multiply ICT equipment</p>	<p>Yes/No</p>
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**Contacts and Relationships**

- Multiply grant funded providers, including Colleges, voluntary sector and private training providers.
- Internally: SBC teams, e.g. Supported Employment team, Care Leaver team, Youth Engagement Worker team, Supporting Housing team and their contractors, Tenant Academy.
- Externally: Voluntary sector, public and private agencies and organisations that could either be used as a source for new eligible and priority learners or as a referring point for learners.

**Other Key Features of the role**

- This post will include working in community and other stakeholder venues across Swindon.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	