



JOB DESCRIPTION	
<b>JOB TITLE</b>	Multiply facilitator
<b>PAY</b>	Point 22, £24,493 per annum
<b>HOURS</b>	Up to 37 hours per week, all year round
<b>REPORTS TO</b>	Multiply Project Manager
<b>LOCATION</b>	Peterborough College & Stamford College
<b>JOB PURPOSE</b>	
<p>To support the delivery of the Multiply project and by engaging potential students and delivering shorts courses in the community. A Multiply facilitator is responsible for planning and delivering maths engagement sessions and bitesize maths courses to local businesses and community groups.</p> <p>This is a county-based role with opportunity to travel and deliver Multiply sessions throughout Lincolnshire and Cambridgeshire as well as at sites at IEG. A full driving licence will be required.</p>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"><li>• Planning and delivering a high-quality programme of maths engagement sessions, that reflect the standards as set out in the Multiply remit.</li><li>• Ensure that your sessions are in line with IEG standards including being relevant and specific to your caseload of students and to the employers you are assigned to work with.</li><li>• Working closely with the Multiply project manager to develop and deliver engagement sessions tailored to specific audiences (employers and in the community).</li><li>• Utilise the data management systems and reports, ensuring clear and accurate data is available in order to maximise a collaborative approach to improving student attendance, engagement and retention.</li><li>• Attend regular meetings with Multiply project manager to discuss student attendance and retention strategies whilst supporting students to succeed.</li><li>• Working to a weekly timetable of travelling and delivering Multiply sessions throughout the counties of Lincolnshire and Cambridgeshire.</li><li>• Signpost interested students to our study opportunities at IEG, both onsite and online.</li><li>• Work towards targets to increase student satisfaction and improve the success of students to bring about positive destinations.</li><li>• Active involvement in IEG student recruitment activities including: Open Days; taster days; engagement session in the community.</li><li>• Attend curriculum area meetings as requested.</li></ul>	
<b>OTHER</b>	
<ul style="list-style-type: none"><li>• Engender a strong team ethos, which promotes a positive, can-do attitude across the department.</li><li>• Maintain excellent standards of customer care and provide a flexible and responsive service to all users.</li><li>• Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.</li><li>• Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.</li></ul>	



- Participate in and make an appropriate contribution to the College's planning and review processes.
- Undertake continuing professional development as appropriate. Which means taking a full part in the IEG staff development programme, including departmental and role specific training, and the IEG appraisal process.
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group.
- To carry out such duties as may be determined from time to time within the general scope of the post.

#### **TERMS AND CONDITIONS**

<b>Contract</b>	Permanent
<b>Pension</b>	Local Government Pension Scheme
<b>Probation</b>	New appointees to the College are subject to a 6 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
<b>Working Arrangements</b>	Normal working hours of 8.30am to 5.00 pm, Monday to Thursday, 8.30am to 4.30pm Monday to Friday.

#### **APPLICATION PROCESS**

Applicants should complete the College's online application form

## PERSON SPECIFICATION

### Multiply Facilitator

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>Qualifications</b>	<b>E</b>	<b>D</b>				
• Level 3 teaching related qualification		D	✓			
• Level 2 English and Maths	E		✓			
• Level 2 qualification related to support of learners e.g. coaching/mentoring/learning support		D	✓			
• Relevant degree or higher level relevant professional qualification		D	✓			
<b>Experience</b>						
• Experience of working with young people in a support or related role	E		✓	✓		
• Experience of delivering group sessions	E		✓	✓		
• Professional practice in an educational environment	E		✓	✓		
• Experience of providing advice, guidance and/or education to young people and/or adults	E		✓	✓		
• Identifying young people's needs and developing appropriate responses	E		✓	✓		
• Experience of working collaboratively with learners, curriculum and business support areas and external agencies	E		✓	✓		
• Experience of working in an FE Environment		D	✓	✓		
• Experience of using IT systems including Microsoft office applications	E		✓	✓		
<b>Knowledge</b>						
• Evidence of understanding and effective implementation of safeguarding policies	E		✓	✓		
• Knowledge of issues relating to confidentiality	E		✓	✓		
• Understanding of Equality and Diversity and its importance within the College	E		✓	✓		
• Understanding of social education principles and awareness of current policies and initiatives		D	✓	✓		
<b>Key Skills</b>						
• Ability to relate to young people and adults positively both as individuals and in groups, encouraging participation, involvement, empowerment and achievement	E		✓	✓		
• Ability to analyse and reflect on own professional practice	E		✓	✓		
• Ability to work independently and as part of team with a track record in achieving individual and team results	E		✓	✓		
• Ability to appropriately manage young people's behaviours	E		✓	✓		
• Ability to form and maintain appropriate relationships and personal boundaries with young people and vulnerable adults	E		✓	✓		
• Emotional resilience when working with challenging behaviours	E		✓	✓		
• Excellent communication skills (oral and written) and demonstrable presentation skills	E		✓	✓		
• Ability to determine priorities and make decisions, supported by excellent organisational skills	E		✓	✓		

• Mentoring and instructing skills	E		✓	✓		
• Enthusiasm	E		✓	✓		
• Self confidence	E		✓	✓		
• Commitment to learner experience	E		✓	✓		
<b>Other</b>						
• Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
• Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
• Evidence of a personal commitment to continuous professional development and training	E					
• Commitment to the IEG's Core Values	E			✓		
• Awareness of Health & Safety, wellbeing and environmental issues						
• Flexible approach to working practices	E			✓		
• Professional appearance and behaviour	E			✓		
• Good previous attendance record	E			✓		✓
• Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = References