

## **Mathematics Education Lecturer & Senior Programme Coordinator**

The African Institute for Mathematical Sciences Schools Enrichment Centre (AIMSSEC), in Muizenberg, invites applications from suitably qualified candidates, for the position of **Mathematics Education Lecturer & Senior Programme Coordinator**. This is a full-time, two-year contract position, with the possibility of extension.

### **About AIMSSEC:**

Since its inception in 2003 AIMSSEC's focus has been on teacher development, running a variety of blended-learning courses for in-service teachers concentrating on deepening content knowledge and introducing effective teaching strategies. AIMSSEC is building capacity to meet the pressing demand from teachers for professional development. Many teachers without any mathematical qualifications have been required to teach mathematics and so to give more young learners in South Africa their entitlement to a good mathematical education, these teachers must be trained. Teachers require lifelong learning to keep up to date with content knowledge, teaching techniques and the changing demands of the world of work. AIMSSEC offers Mathematics Subject Leader Training courses through distance learning to empower teachers so that they can, in turn, train other teachers.

### **Duties (Mathematics Education Lecturer, 60% of time)**

- Design, develop and write distance-learning study materials (mathematics, and didactics) for accredited professional development courses for teachers of grades 4 to 9 including:
  - The Advanced Certificate in Teaching (Level 6), Advanced Diploma in Education (Level 7) and Postgraduate Diploma in Education (Level 8)
  - The Mathematical Thinking (MT) course
  - New courses including courses for the proposed Centre for Education in Science of Africa the Mediterranean and Europe (CESAME) project and the Inquiry Based Science and Mathematics Education (IBSME) interest group
- Assess coursework and assignments for the distance-learning courses
- Deliver lectures, seminars and tutorials in contact sessions and Interactive White Board broadcasts
- Support and advise students including online support
- Supervise students' Action Research and train them to run self-help workshops for other teachers
- Carry out the duties of an examiner for partner universities
- Represent the institution and present papers at professional conferences and seminars

### **Duties (Senior Programme Coordinator, 40% of time)**

- Undertake the management of administrative tasks related to the AIMSSEC Projects, including the organisation of residential courses, timetabling, student admissions and induction programmes
- Be the strategic lead and sustain high standards of teaching and learning
- Foster and work in partnership with relevant stakeholders within the educator professional learning environment, to raise the profile of AIMSSEC
- Support the Academic Manager to expand the AIMSSEC network
- Represent AIMSSEC on committees and boards
- Monitor and evaluate the effectiveness of AIMSSEC's courses with the intention of refining and further increasing their effectiveness
- Proposal writing, reports and communication with stakeholders, as required

- Deliver training workshops on behalf of AIMSSEC at conferences, seminars and on special request
- Train the local team to design, develop and implement modules that facilitate professional learning of lecturers and teachers
- Liaise with the international team regarding input to online professional development activities
- Oversee publicity for AIMSSEC. This includes providing items for the monthly AIMS newsletter, the AIMS Annual Report and the production of the quarterly AIMSSEC

**Requirements:**

- A postgraduate degree in Mathematical Sciences, qualifications and/or experience in school teaching, teacher training and research
- Well-developed computer skills
- Demonstrated passion for mathematics and for improving educational opportunities for underprivileged learners
- Good interpersonal, team leadership and people management skills
- Excellent oral and communication skills
- Strong planning, organisational and administrative skills
- Energy, flexibility and willingness to go the extra mile to achieve project goals
- Enthusiasm to work in a culturally diverse organisation
- A valid unendorsed South African driver's license
- Must be eligible to work in South Africa

**Recommendations:** Familiarity with a university environment

**Commencement of duties:** 1 November 2018 or as soon as possible thereafter

**Closing date for applications:** 15 September 2018

**Enquiries:** Dr Barrie Barnard, AIMSSEC Academic Manager, tel. 021-7879326 or [barrie@aims.ac.za](mailto:barrie@aims.ac.za)

**For more information on AIMS, please visit** <http://aimssec.ac.za> and <https://www.aims.ac.za>

Prospective candidates must submit a detailed CV, together with the names of at least two referees and a covering letter motivating their application to: The Academic Manager, AIMSSEC, 6 Melrose Road, Muizenberg, 7945, or electronically to: [vacancies@aimssec.ac.za](mailto:vacancies@aimssec.ac.za)

**Only shortlisted candidates will be contacted for interviews**

**An application which does not comply with the above requirements will be regarded as incomplete. AIMS South Africa reserves the right not to make an appointment, to re-advertise or to extend the deadline for applications.**

*AIMS will consider all applications in terms of its Employment Equity Plan, which acknowledges the need to diversify the demographic composition of the staff corps, especially with regard to the appointment of suitable candidates from the designated groups.*