

## **Mathematics Support Tutor**

**2 x 0.5 FTE Positions (or 1 x 0.6 & 1 x 0.4 FTE) September 2016**

**Job Ref: REQ16661**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### **Job Description**

**Job Grade: Specialist and Supporting Academic Grade 6**

**Job Purpose: To contribute to and enhance the teaching activities in the Mathematics Learning Support Centre**

#### **Job Duties and Responsibilities:**

##### **Teaching**

- To contribute individual student support in mathematics and statistics through the Mathematics Learning Support Centre.
- To develop and teach workshops in statistics for postgraduate student groups, including for the Graduate School.
- To promote the use of a range of teaching, learning and assessment methods.
- To develop resources for mathematics and statistical teaching and learning at Loughborough and more broadly.

##### **Other**

- To support the School of Science Service Teaching Coordinator in the running of the MLSC and Statistical Advisory Service.
- To carry out specific learning and teaching roles and functions as may be reasonably required
- To liaise and work in collaboration with colleagues within the School and across the University, and contribute to Learning and Teaching committees and/or working groups, as appropriate.
- To engage with the SIGMA Network with a view to learning from and disseminating good practice.
- To engage in relevant professional development in areas which are consistent with the needs and aspirations the post.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.
- To work effectively with relevant administrative, technical and academic staff in the School and across the University.
- To carry out specific administrative roles and functions as may be reasonably required.

#### **Related Activities and Functions**

- All duties must be carried out in a manner that supports the University's commitment to equality and diversity.
- The post holder may be required to work outside of normal office hours if necessitated by the exigencies of the service.

- The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.
- All duties must be carried out in accordance with relevant Health and Safety legislation and University policies/procedures.
- All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the School of Science Service Teaching Co-ordinator

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
<b>Experience</b>	Experience of teaching Mathematics and Statistics at Secondary/Further and/or Higher Education level.	1
	Experience of contributing to resource development for Mathematics and Statistics teaching at Secondary/Further and/or Higher Education level.	1
<b>Skills and Abilities</b>	The ability to support student learning in mathematics and statistics.	1,3
	The knowledge and ability to apply current research and thinking in the area to one's teaching.	3
	Competence in IT	1,3
	Excellent interpersonal and communication skills.	2,3
	The ability to work independently and on own initiative as well as part of a team.	1
	Excellent organisational and time management skills.	3
<b>Qualifications</b>	A good undergraduate degree (BSc) in an appropriate area to the subject.	1
	A recognised teaching qualification.	1

### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Experience of teaching Mathematics and Statistics in HE.	1
	Experience of mentoring and/or delivering personal development / life skills (or equivalent) programmes.	1
	Experience of providing pastoral and academic support and guidance to students and of being a mentor or mentee.	1,3
<b>Skills and Abilities</b>		
<b>Qualifications</b>	A higher degree (MSc) in an appropriate area to the subject.	1
	Have, or be working towards, a PhD in a related area.	1

## Conditions of Service

There will be two appointments made on a 0.5 FTE part-time contract (18.5 hours) or one on 0.6 FTE (22 hours) and one on 0.4 FTE (15 hours), commencing 1st January 2017, or as soon as possible thereafter. Salary will be on Specialist and Supporting Academic Grade 6, from £29,301 to £38,183 pro rata per annum, at a starting salary commensurate with experience and qualifications, to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. The Mathematics Education Centre, together with the Department of Mathematical Sciences, holds a Silver Award. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## Informal Enquiries

Informal enquiries should be made to Eugenie Hunsicker, School of Science Service Teaching Co-ordinator, by email at: [E.Hunsicker@lboro.ac.uk](mailto:E.Hunsicker@lboro.ac.uk) or by telephone on +44 (0)1509 222875.

## Applications

The closing date for receipt of applications is **31 October 2016**. Interviews will be held in week commencing **14 November 2016**.