![Bournemouth University logo] **Job Description**

Position / Job Title:	**Senior Maths Tutor (Fixed-Term, 0.75675 FTE)**
Ref:	**POSN105899**
Location/Building:	**The Sir Michael Cobham Library, Talbot Campus**
Faculty/Professional Service:	**Academic Services**
Group/Section:	**Library and Learning Services**
Duration if Temporary:	**Fixed-Term until 31/07/2025**
Normal Hours per Week: **(Some flexibility will be required in order to ensure that key time scales and deadlines are met).**	**0.75675 FTE**
Grade:	**6**
Accountable to:	**Academic Skills Hub Manager**

If this role has contact with apprentices, the postholder must be familiar with our Safeguarding Policy and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.

Job Purpose

This position offers an exciting opportunity to contribute to the development of the Academic Skills Hub, a Bournemouth University project supported by Access and Participation funding.

This project aims to improve the continuation rates of students who enter BU, with a particular focus on those with non-traditional qualifications (e.g. qualifications other than A-levels). The focus of this post will be on enhancing university level support in mathematics. This project will be a university wide initiative with interventions taking place across all faculties.
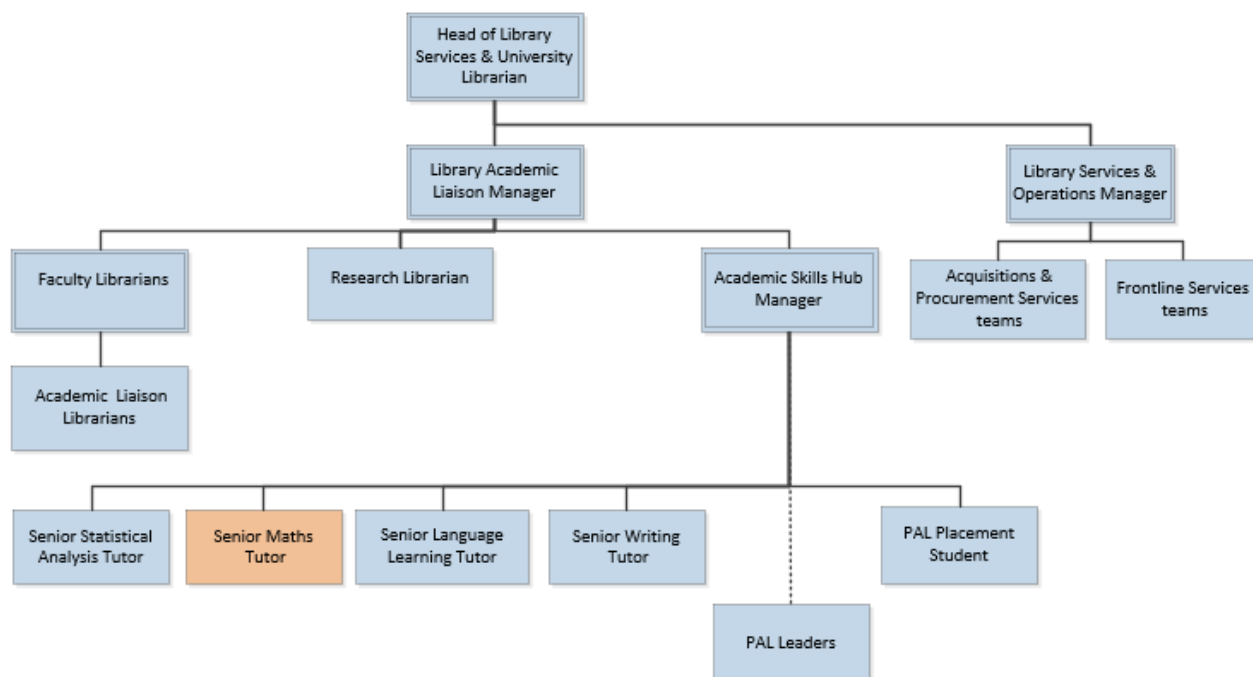
The successful candidate will:
1. Manage, develop, coordinate/plan and deliver a series of interventions (e.g. maths lectures, workshops, one-to-one sessions) to undergraduate students from across the university through the Academic Skills Hub.
2. Conduct research, coordinate and collect evaluation data to determine the impact of the interventions through questionnaires.

Main Responsibilities

1. Undertake and manage the coordination of the project activities including leading meetings and committees as appropriate.
2. Develop, coordinate and deliver maths interventions in a variety of ways (lectures, workshops, one-to-one).
3. Provide expertise in teaching, materials development and formative assessments.
4. Support the delivery of academic skills
5. Provide formative feedback to learners.
6. Deliver research objectives of proposed work within the timeframes of the project and ensure the achievement of the project outputs and reports.
7. Coordinate the development and maintenance of mathematics resources on the Hub's virtual learning environment (VLE).
8. Maintain up to date records of student attendance and progression.

9. Manage and undertake impact data collection and contribute to the analysis of the data collected.
10. Develop best practice guidelines for the design and delivery of maths interventions.
11. Work collaboratively with team members.
12. Any other duties as may reasonably be required by the Library Academic Liaison Manager or Head of Library Services & University Librarian.

Organisation Chart

Challenges

The post holder will be required to meet the challenges of enthusing students in maths and contributing to the coordination of the project.

Information Governance Responsibilities

Data User
   i.   Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:
The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2024

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Faculty / Service: Academic Services	Date: October 2024

SELECTION CRITERIA	**E**ssential / **D**esirable
Knowledge (including experience & qualifications)	
A postgraduate qualification and/or teaching qualification in Mathematics, Statistics or a related subject area or equivalent	E
Experience in teaching mathematics and statistics in an FE or HE environment	E
Experience in developing teaching materials	E
Experience in assessment design and marking of students' academic work	E
Experience of collecting and analysing evaluation data	E
Experience of coordinating mathematics teaching activities	D
Experience of utilising a Virtual Learning Environment	D
Familiar with current developments in research with the ability to identify appropriate research options/methods	D
Skills	
Excellent written, numeric, and oral communication skills	E
Competence in teaching and administrative IT skills (Word, Excel, PowerPoint, e-mail, etc.)	E
Excellent interpersonal and organisational skills	E
Competence in the use of numerical software e.g. MATLAB, SPSS	D
Competence in using a VLE/ eLearning resources	D
Ability to lead and work well, both as a team member and on own initiative	E
Ability to communicate well at all levels within the team	E
Attributes	
Flexible and adaptable with strong team working skills	E
Ability to prioritise and work to deadlines	E
Self-motivated	E