

**Job Title:** Academic Achievement Consultant (Maths and Stats)

**Grade:** 7

**Salary:** £39,355 to £45,413 per annum, pro-rata if part-time

**Hours per week:** Full-time or job share, Permanent

**Department:** Library and Learning Services

**Job Family:** Management and Administration

**Reference:** 11571

## Role Purpose

- To lead the development and delivery of the maths and stats team within the Centre for Academic Achievement, including the development of resources
- To manage a team of maths and stats tutors in order to support the development and acquisition of students' skills in mathematics and statistics in line with the University's Learning strategy and objectives
- To contribute to the Library and Learning Services' work in shaping and supporting the implementation of University strategies with regards to learning and teaching policies and practices

## Resources Managed

- Leading and managing a team of Grade 6 Maths and Stats tutors
- Co-ordinating student volunteers

## Main Duties and Responsibilities

- Manage the design, development and provision of a range of accessible services for students, including drop-in maths/stats help sessions, one-to-one advice (provided by a team of part-time advisors) and additional activities (dedicated revision workshops) to maximise service provision to students
- Develop and deliver relevant workshops and/or short-courses on maths, stats and/or quantitative data analysis for students;
- Develop and maintain an online maths and stats learning resource (e.g. sample questions, instructions on how to conduct certain tests, etc)
- Act as a liaison and relationship build with other areas of the University to promote the service to students and academic departments;
- Train tutors for the maths and stats support team ensuring high standards of service are maintained and relevant University regulations are adhered to;





- Engage in continuing professional development activities and maintain a broad knowledge of up-to-date pedagogic research and practice
- Engage in discussions around curriculum design and programme delivery offering expert insight and informed guidance to Colleges and/or Schools

## Internal and External Relationships

### Internal:

In order to help promote student awareness of and engagement with the Centre for Academic Achievements' Maths and Stats Support, the post-holder will liaise closely with colleagues based in the following areas:

- Library and Learning Services
- Education Services
- Student Support Services
- Careers and Employability
- Centre for International Training and Education
- Academic schools as appropriate

### External:

Relevant external networks such as SIGMA and ALD in HE

## Planning and Organising

The post-holder will be responsible for maintaining and delivering the maths and stats support as part of the Centre for Academic Achievement; the post-holder will work closely with colleagues in the Centre for Academic Achievement as well as those in Library and Learning Services to ensure the service relates to and is integrated with other relevant plans to support student learning (eg College-level and School-level learning and teaching plans)

## Qualifications, Knowledge and Experience

### Essential

- Educated to degree level or equivalent in a relevant discipline \*
- Experience in development of resources to support student learning in mathematics and statistics\*
- Experience in team management or equivalent\*
- Evidence of quality teaching at undergraduate and/or postgraduate level of mentoring in professional environment or equivalent\*
- Experience and ability to provide pedagogic leadership to a team of maths and stats help advisers\*





## Desirable

- Masters in Mathematics or related discipline
- Experience in coding (e.g. R and Python)
- Experience in organising workshops and revision seminars
- Awareness and Experience in A-level maths education

## Skills, Abilities and Competencies

### Essential

- High level of proficiency in English, sufficient to communicate effectively with staff and students\*
- Excellent written\* and verbal communication\*
- Ability to teach at UG and PG Level\*
- Excellent organisation skills\*
- Excellent presentation and facilitation skills\*
- Excellent team-working skills to work co-operatively with internal and external colleagues
- Demonstrates patience and understanding when working with students
- Ability to work independently , referring matters to colleagues where appropriate\*

### Desirable

- Experience of evaluating provision and developing services accordingly
- Experience in supporting transition of students into undergraduate and/or postgraduate education

***\*Criteria to be used in shortlisting candidates for interview***

## Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

## Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.



## University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

## Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

