

Job Description

Maths Tutor

Position overview

Department	Academic Support
Location	Devon House, London (Hybrid role) - 4 days in office, 1 WFH
Term	Full-time; permanent
Salary Range	£34,690 to £39,690 per annum, depending on experience
Benefits	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
Direct Reports	Head of Academic Support
Reports to	Academic Registrar
Start	August 2024 or earlier

The role

The maths tutor plays a critical role in supporting students who are studying at the London campus, with a particular emphasis. This role will be responsible for ensuring that students are continuously supported during the duration of their programme. It will entail assisting students with classes such as Calculus for Business, Mathematical Methods (I, II, & III), Differential Equations and Linear Algebra, Introduction to Business Statistics, Statistics, and Mathematics.

This postholder will work in close collaboration with the other Academic support staff (both here in London and at other Northeastern Network campuses), colleagues in Student Support and Development, and faculty.

Duties and Responsibilities

- Provide face-to-face and remote (virtual/ email) maths skills support for students who self-refer and or are referred to the service. Use initiative to assess and

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prioritise how best to support students, developing individual study plans and updating referees about student progress.

- Coordinate the development and delivery of targeted maths support (e.g. workshops / lectures / inductions / webinars / guided learning) and/or course enhancement projects for prioritised courses. This will involve pro-active liaison and partnership working with course teams and other professional services
- Coordinate the development and updating of maths learning materials. This will involve assessing and anticipating student needs across the University. The post holder will be expected to use their initiative and demonstrate flexible and innovative approaches which make the best use of available digital technologies.
- Act as a source of institutional expertise related to the teaching of maths and provide support to colleagues, as required. Accordingly, the post holder will be expected to stay up to date with issues and practices pertaining to the teaching of academic skills (with a specific focus on maths).
- Routinely evaluate the impact of their work on student outcomes (such as attainment and progression). This will involve making decisions about when to evaluate, how best to evaluate impact and solving any problems related to collecting feedback. Evaluation data will be used to make recommendations for how their future delivery can be enhanced.
- Independently manage and respond to general service enquiries / student referrals. Collect and maintain administrative records as required. Update referees as appropriate / remind students of appointment bookings / follow up with non-attendees / work with others in the University to ensure continuity of support across other units.
- The post holder will have a good working knowledge of specific learning difficulties which allows them to effectively support students referred by the Student Support & Development Team. They will also know when to refer students to other specialised University support services.
- Adopt a flexible and student-centred approach to service delivery. This may involve occasionally working weekends or delivering support during the evening.
- Carry out the responsibilities and duties with regard to any relevant University policies and procedures.
- Undertake such other duties as may be reasonably expected.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021.

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Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

Person specification criteria

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferable skills would assist with you undertaking the role.

- Honours degree in Mathematics or mathematics based subject or equivalent (E)
- A PGCE or other equivalent teaching qualification (D)
- Experience with teaching mathematics or providing academic support for mathematics learning in further or higher education (D)
- Proven track record of effective and results driven problem solving and decision- making. (E)
- Significant experience working with students from a range of social, ethnic and cultural backgrounds. (E)
- Good understanding of GDPR, Equality Act and other legislation relevant to student support. (E)
- In depth knowledge of the academic expectation for undergraduate students in British universities. (E)
- Experience of utilising student information systems and customer relationship management systems. (E)
- Strong communication skills. Excellent verbal and written English. (E)
- Strong interpersonal skills, able to quickly build good working relationships with students, faculty, and professional service colleagues. (E)
- Ability to organise and prioritise own workload, exercise good time-management and the ability to work to deadlines. (E)
- Ability to adapt communication style to meet the needs of the recipient (E)
- Ability to work as part of a team to deliver services and projects. (E)
- Good IT skills, using Word, Excel, email, Internet and databases (E)
- Ability to adapt and positively respond to rapid change. (E)
- Ability to occasionally work weekends and outside of normal office hours (E)
- Master's Degree in Mathematics or Mathematics Education (D)
- Experience of working in a fast paced and rapidly developing organisation (D)

Additional Information

Enquiries

Informal enquiries may be made to Hilary Murrell, hilary.murrell@nulondon.ac.uk. However, all applications must be made in accordance with the application process specified.

Application process

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Applications should be made via [this link](#) by 23:59 on **26 June 2024**. Please reference your application **MT0624**. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role and a full curriculum vitae.

Interviews are expected to commence w/c **July 1, 2024**

Please note this role may require a basic or enhanced DBS check. Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.

Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from all underrepresented groups, including the Global Majority. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

This post is not eligible for Skilled Worker visa sponsorship.