

# Maths Skills Learning Officer

Department	Support and Wellbeing ( <a href="http://www.strath.ac.uk/studentsupportwellbeing/">www.strath.ac.uk/studentsupportwellbeing/</a> )		
Directorate	Student Experience And Enhancement Services ( <a href="http://www.strath.ac.uk/sees/">www.strath.ac.uk/sees/</a> )		
Staff Category	Teaching	Reference No	89263
Reports To	Maths Skills Support Centre Manager	Grade:	6
Salary Range:	£27285 - £30688 pro rata per annum	Contract Type:	Open Contract
FTE:	0.5 (17.5 hours/week)	Closing Date	Wednesday, 27 September 2017

## Job Advert

An opportunity for an enthusiastic maths/stats specialist to work in a busy and effective university support service. The post holder will support students at all levels of study to develop their skills in mathematics and statistics. Working with students from all disciplines, Strathclyde's Maths Skills Support Centre assists students with mathematical and statistical skills development ranging from support for Engineers and Scientists in their early years of undergraduate study to specialist assistance to postgraduate students who need to develop particular knowledge and skills. The post involves a range of activities including the development and maintenance of our online learning tools as well as supporting students in group study and in one-to-one consultations.

## Job Description

### Brief Outline of Job:

Based in the University's Maths Skills Support Centre, the post combines assisting students in a supported study environment and one-to-one tutoring with the maintenance and development of an online learning resource. The centre provides support for maths and statistical skills to students across the University, particularly those in the early years of study but including students at higher levels of study, including postgraduates, who need support in developing new skills. The centre provides supported study facilities for 4-5 hours per day, five days per week and the post-holder will be responsible for supervising some of these sessions, plus meeting students for pre-arranged in-depth tutorials and for maintaining and developing online learning resources delivered through the University's virtual learning environment, MyPlace. Working pattern would normally be over at least three days, by arrangement with centre manager

### Main Activities/Responsibilities:

1.	Develop and maintain the Centre's online learning materials delivered through the University's virtual learning environment, targeted primarily at undergraduate students and supporting transition to increasingly challenging and complex mathematical and statistical studies across a range of disciplines.
2.	Supervise sessions at the Centre's supported self-study facility and provide ad hoc support to students at all levels of study using this service.
3.	Provide one-to-one tuition to students requiring in-depth support for particular mathematics/statistics skills development.
4.	Support the Centre Manager in maintaining records of service usage.
5.	Support the Centre Manager in ensuring the resources and fabric of the Centre are appropriately maintained.

6.	Contribute to the promotion of the service to students, including occasional presentations and promotional engagements such as induction events and Open Days.
7.	Contribute to the monitoring and evaluation of service usage and effectiveness, working with the Centre Manager to identify areas for improvement, development or adaptation.
8.	Maintain knowledge of complementary support services available to students and to the academic requirements of students using the service and work with colleagues in these services to ensure students receive co-ordinated support.
9.	Undertake other duties as appropriate to the grade and content of the post, as directed by the Centre Manager. This list of duties is therefore not exhaustive

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A first degree or equivalent in Mathematics, Statistics or a related subject with substantial mathematical/statistical content

D1 A postgraduate qualification in a relevant subject

D2 A professional qualification in computing, web design or software development

D3 A professional qualification in teaching and learning

### Experience

E2 Experience of teaching or tutoring students in a secondary school, or further or higher education context

### Job Related Skills and Achievements

E3 A good understanding of a range of basic mathematical and statistical concepts and structures

E4 Ability to work independently with minimal supervision

E5 Excellent written and verbal communication skills

E6 Highly developed personal organisation skills and ability to prioritise work appropriately to meet deadlines

E7 Ability to work effectively and empathetically with students from a wide range of backgrounds

### Personal Attributes

E8 Enthusiasm for mathematics/statistics and an ability to impart this enthusiasm to students

D4 Ability to quickly assimilate elementary but unfamiliar mathematical and statistical topics

### Other Relevant Factors

D5 An understanding of the support needs of a diverse student population

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforum>).

Informal enquiries about the post can be directed to Dr Peter Davidson, Teaching Associate (peter.davidson@strath.ac.uk), 0141 548 3658.

### Conditions of Employment

Conditions of employment relating to the Teaching staff category can be found at: [Conditions of Employment](#).

### **Probation**

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### **Pension**

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### **Relocation**

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### **Interviews**

Formal interviews for this post will be held on Friday, 13 October 2017.

### **Equality and Diversity**

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



# Conditions of Employment

## Teaching Staff

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Teaching Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with UCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at <http://www.strath.ac.uk/staff/policies/hr/>.

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Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The standard working week is 35 hours, performed between the normal hours of 09.00 to 17.00 Monday to Friday with a one hour lunch break. Work outwith these hours may be necessary for which no additional payment will be made. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

### 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of

staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that

it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side, except during the probationary period when notice is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term period it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the specified employment period.

Revised April 2016