



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Maths Support Advisor, Leeds University Library



**Salary: Grade 7 (£33,199 – £39,609 p.a.)**

**Reference: CSLIB1201**

## **Maths Support Advisor**

### **Learning Services Team, Leeds University Library**

**Do you have exceptional skills in enabling students to develop their mathematics and numeracy skills at undergraduate (UG) and taught postgraduate (PG) level? Are you a confident and dynamic teacher? Are you able to deliver support through face-to-face teaching and digital technologies?**

The Learning Services Team is a centre of expertise on academic and information literacy skills development at UG and taught PG levels. We work closely with academic staff to help enhance the learning and teaching experience. We deliver our Skills@Library support through blended learning, including in-curriculum teaching, workshops, webinars and one-to-one sessions, and provide a range of e-learning resources that are available online and through the University's virtual learning environment (VLE).

We work collaboratively and flexibly, reacting positively to new demands and initiatives. We are committed to working with colleagues across the Library and the wider University, sharing best practice and providing a seamless service.

The Maths Support Advisor will work alongside the Statistics Support Advisor to deliver our Maths and Statistics Support (MASS) to all taught students. You will have management responsibility for Graduate Teaching Assistant Maths Support Tutors. You will lead our one-to-one Maths drop-in service; design and deliver programme-embedded Maths teaching sessions; provide a series of workshops open to all students; and develop our online resources.

We are looking for experienced, enthusiastic applicants who are energised by working with students and helping them develop and apply skills in using mathematics that enhance their academic performance at university and their future career.

### **What does the role entail?**

As Maths Support Advisor, your main duties will include:

- Providing high quality teaching and support for students to develop mathematics and numeracy skills through in-curriculum teaching and blended learning, designing and delivering open workshops, embedded teaching



- sessions, webinars, one-to-one and online support;
- Operational leadership and management of maths support services to students;
  - Working closely with the Statistics Support Advisor to coordinate and evaluate maths and statistics support for taught students;
  - Developing and promoting mathematics support material;
  - Active collaboration with academics and learning and teaching support staff, developing partnerships and providing professional advice;
  - Operational leadership and management of one or more Learning Services areas, customer services groups or cross-institution activities;
  - Leading projects within the team, Library and at times across the University;
  - Playing an active role in developing the team's strategy and the Library-wide strategy, including responsibility for specific strategic actions.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As Maths Support Advisor you will have:

- A Masters degree or higher, in Mathematics or equivalent qualification;
- The knowledge and expertise relevant to this role, through substantial experience of teaching mathematics in an educational environment;
- An excellent understanding of national and international trends and developments in maths and statistics teaching and learning theory and practice;
- An understanding of mathematics teaching at secondary, further education and higher education and the challenges faced by students making the transition to higher education;
- Experience of developing teaching resources for mathematics;
- Excellent communication and teaching skills, with the ability to develop creative approaches to enhance the learning experience of students;
- Excellent IT skills and knowledge with a good understanding of their use in delivering teaching and supporting learning;
- The ability to work collaboratively with others, to make a positive contribution to a team, taking a creative approach to problem solving, being proactive and using your initiative;
- Experience of using feedback and statistical data to inform service



- developments and priorities;
- A proven ability to manage complex workloads, showing a positive and flexible approach to changing priorities, maintaining service standards whilst meeting deadlines;

You may also have:

- A formal teaching qualification;
- Experience of teaching or supporting mathematics in higher education;
- An understanding of project management techniques;
- Evidence of a positive contribution to strategic and operational planning and direct and proactive contribution to policy and/or service development or innovative working practices, contributing to and influencing decision making;
- An understanding of how people learn effectively online, and the ability to apply different learning technologies to support students' learning and to create digital resources for online delivery.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

### **Madeleine Mossman, Learning Services Manager**

Tel: +44 (0)113 343 5560

Email: [m.mossman@leeds.ac.uk](mailto:m.mossman@leeds.ac.uk)

or

### **Dan Pullinger, Learning Services Manager**

Tel: +44 (0)113 343 5574

Email: [d.j.pullinger@leeds.ac.uk](mailto:d.j.pullinger@leeds.ac.uk)



## Additional information

Find out more about the [Skills@Library service](#) provided by the Learning Services Team. Further information about the Library <http://library.leeds.ac.uk/>

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) section.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.

