



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Teaching Fellow for Maths, Lifelong Learning Centre



Salary: Grade 7 (£33,199 - £39,609 p.a. pro-rata)

Reference: CSLLC1094

Part-time, 0.5 FTE (18.75 hours per week)

We will consider flexible working arrangements

Teaching Fellow for Maths Lifelong Learning Centre (LLC)

Are you an experienced maths tutor? Do you have exceptional skills in supporting students from diverse backgrounds to develop their capability in mathematics?

The Lifelong Learning Centre (LLC) works with mature and part-time undergraduate and foundation-year learners across the University, especially where this enables participation of people from groups that are under-represented in higher education. Our mission includes supporting adults with few formal qualifications who are applying to the University. Working collaboratively with existing maths tutors, academic skills and multiple programme teams you will:

- i) Provide support for Programmes within the LLC including but not limited to Interdisciplinary Studies with Preparation for Higher Education, Science foundation years, Business and Apprenticeships;
- ii) Provide support to adults and part-time students across the university;
- iii) Deliver bridging provision prior to University study.

You will need to be enthusiastic and innovative in working with our learners to promote a positive attitude towards, and increase confidence in, maths using a range of pedagogies, with the ability to develop and collate materials which support independent learning.

What does the role entail?

As Teaching Fellow your main duties will include:

- Supporting the teaching of mathematics across the LLC;
- Developing, co-ordinating and delivering mathematical content, from pre-entry level to undergraduate level, for a variety of programmes across the LLC;
- Designing and delivering workshops, one-to-one and blended learning teaching approaches which provide a stimulating and supportive environment, responsive to learner needs;
- Working closely with a range of LLC colleagues to deliver an integrated, coherent and high quality service that has a fundamental impact in enhancing this skillset amongst our cohort of learners;



- Working flexibility which could mean off-campus, in the evenings and at weekends when required;
- Ensuring that teaching is firmly grounded in a thorough knowledge of relevant scholarship, theory, and educational practice;
- Preparing high quality learning resources including effective and imaginative use of technology to enhance learning;
- Designing and deliver teaching to provide a stimulating, supportive and relevant learning environment;
- Ensuring that evaluation, data collection, reporting, verbal de-briefing and other means of disseminating widely are integral to all aspects of your teaching, learning and support activity;
- Engaging with the LLC, attending relevant tutor team meetings; maintaining effective communication with the line manager;
- Ensuring that students and colleagues are treated with respect and that teaching is inclusive, allowing for diversity of learning needs and experience;
- Maintaining an active commitment to keeping up-to-date with relevant academic theory and practice in skills teaching; continuing professional development as an educator.

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 Teaching Fellow you will have:

- A relevant honours degree or equivalent and strong grounding in current scholarship and theory in mathematics as the basis for teaching;
- A teaching qualification and/or Fellowship of the Higher Education Academy;
- Outstanding skills in learning and teaching, including the ability to communicate complex concepts and to enable learners to overcome obstacles in their development of knowledge, understanding and confidence;
- Practical understanding of the needs of diverse learners, including those from communities that are under-represented in HE, with recent experience of effective work in supporting such learners;



- Outstanding, innovative and creative aptitude in learning, teaching and student support, including fluency in digital technologies to enhance an individual's mathematical potential;
- Highly developed communication and inter-personal skills as the basis for effective working relationships with diverse student cohorts, colleagues and partners both within and external to the University of Leeds;
- Strong skills in strategic leadership and administration;
- Availability to work a flexible week which involves some evening and occasional Saturday working.

You may also have:

- A relevant higher degree;
- Relevant experience of teaching at level 3;
- Familiarity with adult education maths provision.

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 closing date.

Contact information

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

Katy Dobson, Programme Manager, Science

Tel: +44(0)113 343 6775

Email: k.i.dobson@leeds.ac.uk

Additional information

For further information about the Lifelong Learning Centre please see our website: <http://www.llc.leeds.ac.uk/> and the programme details <http://www.llc.leeds.ac.uk/course-directory>



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](#) information.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at 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.

