Maths Support Associate Lecturer
International Pathway College

Closing date: 10 February 2019
Interview date: 4 March 2019
Vacancy reference: 7332
INTRODUCTION

The International Pathway College seeks to appoint an Associate Lecturer to take a lead in supporting students who are finding difficulty with the mathematical content of their courses. The successful candidate will work closely with module teachers across the range of our programmes (business, humanities, economics and science) and with the students themselves to identify areas of mathematical weakness and develop individualised support plans to improve individual students understanding. The post holder will spend a large proportion of their time delivering basic mathematics teaching to students either on an individual basis or in small groups. An essential part of the role is to be able to understand the difficulties of struggling students and to be able to work with them to find solutions to the issues.

The successful candidate may also be asked to deliver teaching on existing mathematics or statistics modules.

Matthew Perry

Director of International Pathway College
JOB DESCRIPTION

At a glance
Salary £32,236—£39,609 a year
Hours of work 37 hours a week, full time
Contract type Open
Based at Heslington Campus East

Condition of appointment
This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate may be conditional on a Disclosure and Barring Service check.

Main purpose of the role
The posts involve collaboration with the Science Programme Lead on the following responsibilities:

- To deliver individual lessons, small group tutorials and other forms of mathematics teaching (often at GCSE or lower level), that allow students to engage with their main programme
- To assess mathematical difficulties in students and provide effective support
- To develop and deliver individualised learning plans for underperforming students and to track progress with these
- To work with other teachers across the IPC to identify students in need of support and appropriate methods
- To develop support resources for students within mathematics.
- To develop and deliver screening tests to assess the on-entry mathematical ability of students
- To deliver teaching on mathematics/statistics modules as required
- To undertake a range of administrative responsibilities

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

Teaching and Promotion of Learning
- In cooperation with the Subject Area Lead:
  - To support the objectives of the department by delivering support teaching in mathematics through lessons, tutorials and electronic media
  - To develop and revise support materials
  - To assess the mathematical ability of students, identify areas of weakness and create appropriate support plans
  - To track student progress and participation in support programmes, intervening where necessary (in collaboration with the IPC support team)
  - To find ways to motivate lower ability students

Administrative and support responsibilities
- To disseminate support plans to teaching teams and convene meetings to discuss student progress.
- To foster a collaborative ethos, in which staff and students are treated with dignity and respect
- To supervise field trips and visits (some of which may be residential)
- To participate in the academic tutorial system, ensuring pastoral issues are brought to the attention of staff with relevant expertise
- To engage with quality assurance processes such as second marking mathematics exam scripts
- To develop productive working relationships with all IPC staff, including administrative and support staff (both from university and external partners)
- To undertake various administrative responsibilities, including monitoring return of data for student attendance, and reports

Involvement in scholarship and development
- To maintain an up-to-date knowledge of innovative teaching, learning and assessment methods and techniques in the sector, bringing new insights to the department
# PERSON SPECIFICATION

## Qualifications

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<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Undergraduate degree in mathematics or equivalent</td>
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<td>Essential</td>
<td>PGCE or equivalent postgraduate teaching qualification</td>
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## Knowledge

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<th>Essential / Desirable</th>
<th>Knowledge</th>
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<tr>
<td>Essential</td>
<td>Detailed knowledge of methods of support in mathematics (upto A-level standard) and understanding of common difficulties faced by students</td>
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<td>Desirable</td>
<td>Knowledge of effective methods of support for international students</td>
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## Skills, abilities and competencies

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<tr>
<th>Essential / Desirable</th>
<th>Skills, abilities and competencies</th>
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<tr>
<td>Essential</td>
<td>Proven ability to develop support materials in mathematics and statistics and to adapt existing materials to make them accessible to lower ability students</td>
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<td>Essential</td>
<td>Proficient in the use of office IT and software packages, including the basic Microsoft applications</td>
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## Experience

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<th>Essential / Desirable</th>
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<tr>
<td>Essential</td>
<td>Experience of assessing mathematical ability and identifying areas of difficulty for individual students</td>
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<td>Essential</td>
<td>Experience of using different delivery techniques, to enthuse and engage students</td>
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<tr>
<td>Essential</td>
<td>Experience of designing and delivering individualised support plans in mathematics, and providing effective intervention if students fall behind</td>
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<td>Essential</td>
<td>Experience of building rapport and motivating students</td>
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<td>Essential</td>
<td>Experience of communicating with international students with a lower level of English and a range of different cultural backgrounds</td>
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## Personal attributes

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<tr>
<td>Essential</td>
<td>Attention to detail and commitment to high quality</td>
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<td>Essential</td>
<td>Creativity, initiative and judgement in applying appropriate approaches to teaching, learning support and scholarly activities</td>
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<td>Essential</td>
<td>Positive attitude to colleagues and students</td>
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<td>Essential</td>
<td>Willingness to work proactively with external partners, other IPC staff, and students</td>
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<td>Essential</td>
<td>Ability to plan and prioritise own work in order to meet deadlines</td>
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<td>Essential</td>
<td>Commitment to personal development and updating of knowledge and skills</td>
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<td>Essential</td>
<td>Willingness to accept flexibility in role</td>
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THE DEPARTMENT

The International Pathway College (IPC) provides new routes for non-European Union students to access the transformational higher education programmes of the University of York. The IPC offers high quality programmes designed, academically led, taught and managed by the University of York.

The IPC is based on campus, in the award winning Piazza building, with its own dedicated teaching laboratories.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7332
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 10 February 2019

What will I need?

You will need to upload:
- your CV
- a letter describing how you meet the requirements of the job

You will also need details of 3 referees.

Help and assistance

Direct any informal queries to Ben Flowerdew via email at ben.flowerdew@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835