IPC Maths Tutor
International Pathway College

Closing date: 25 August 2019
Interview date: 9 September 2019
Vacancy reference: 7889
INTRODUCTION

The University is launching an International Pathway College (‘IPC’), providing new routes for non-European Union students to access the transformational higher education programmes offered by the University of York. The IPC will offer high quality programmes designed, academically led, taught and managed by the University.

As a tutor of mathematics you will provide outstanding teaching within the Mathematics modules offered by the IPC in order to ensure excellent student achievement and good progression to the University’s undergraduate and post graduate programmes. You will also provide high quality individual academic guidance to a group of students as part of a tutorial system.

As this is a new post supporting an exciting new development for the University, it is important that you are able to work flexibly as the college evolves. As a tutor of Mathematics you will be in an excellent position to help to guide the future development of mathematics within the IPC. You will gain satisfaction from helping our international students become satisfied, independent learners who achieve high grades within the university phase of their studies.
**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 purpose of the role is to teach in various modes including, but not limited to, classroom courses, seminars, mentoring and coaching.

**Key responsibilities**

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

- Deliver effective teaching using a range of modes of delivery.
- Develop own teaching material and/or modify content of existing learning material.
- Mark and assess students’ work (including high-stakes assessments/examinations) and provide constructive feedback within a short timeframe.
- Reflect on practice and the development of own teaching and learning skills.
- Maintain accurate records of student attendance.
- Write reports on student progress.
- To provide academic support to a group of students, giving advice on study skills, helping with learning problems and referring onwards any pastoral issues.
- Other tasks assigned by the Associate Lecturers (Mathematics), Programme leads or other senior managers as appropriate to the grade.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential/Desirable</th>
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<tbody>
<tr>
<td>Undergraduate degree in Mathematics/Statistics or other related subject</td>
<td>Essential</td>
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<tr>
<td>Appropriate post-graduate teaching qualification (e.g. PGCE) or equivalent</td>
<td>Essential</td>
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### Knowledge

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<th>Knowledge</th>
<th>Essential/Desirable</th>
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<tr>
<td>Detailed knowledge of Mathematics/statistics sufficient to develop teaching and provide relevant learning support to students across different levels of academic ability.</td>
<td>Essential</td>
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<tr>
<td>Knowledge of a range of teaching techniques and methodologies in mathematics</td>
<td>Essential</td>
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<td>Knowledge of effective methods of support for international students</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<tr>
<th>Skills, abilities and competencies</th>
<th>Essential/Desirable</th>
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<tr>
<td>Proven ability to deliver outstanding lectures, seminars, etc in mathematics and statistics</td>
<td>Essential</td>
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<tr>
<td>Ability to set and mark written work, practical sessions, supervisions, fieldwork and examinations within short timeframes, and to provide effective feedback to students</td>
<td>Essential</td>
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<td>Ability to communicate with International students who have a lower level of English language</td>
<td>Essential</td>
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# PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>Experience of teaching mathematics to at least level 3</td>
<td>Essential</td>
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<tr>
<td>Experience of working in a university setting</td>
<td>Desirable</td>
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<tr>
<td>Experience of working in an international setting</td>
<td>Desirable</td>
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<tr>
<td>Experience of using different delivery techniques to enthuse and engage students</td>
<td>Essential</td>
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<th>Personal attributes</th>
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<tr>
<td>Attention to detail and commitment to high quality</td>
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<tr>
<td>Creativity, initiative and judgement in applying appropriate approaches to teaching and learning support</td>
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<td>Collaborative ethos</td>
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<td>Positive attitude to colleagues and students</td>
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<td>Willingness to work proactively with colleagues in other work areas</td>
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<td>Ability to plan and prioritise own work in order to meet deadlines</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.

Under the guidance of the Subject Area Lead for Science, the role holder will be fundamental to the provision of excellent teaching and learning, developing a supportive environment within which our international students can succeed.

The role holder will play a key role in the development and delivery of the academic programmes within their subject area, whilst ensuring compliance with the quality standards and regulations of the University. This is an exciting opportunity to support a new development within the University. It is important that you are able to build successful and productive relationships across the University and to contribute to ongoing academic process review and development.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 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 one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. 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 multiple 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 AND THE REGION

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 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](https://jobs.york.ac.uk)
- Find this job using reference 7889
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 25 August 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 2 referees.

Help and assistance

Direct any informal queries to Dr Ben Flowerdew, Subject Area Lead for Science, 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