

Job Description

Job title: Maths Learning Centre (MLC) Lecturer in Maths Support

Directorate of Library and Learning Services

Grade: F

Full Time (1.0 FTE), Permanent

	Duties of the role
Overall purpose of the role	To contribute to the development and achievement of the Directorate's aims and objectives, in particular, by developing and delivering Maths support for University students and staff.
Main duties and responsibilities	<ul style="list-style-type: none"> • Help students develop their understanding and confidence in Mathematics. • Enhance the support available for students by producing online and face-to-face learning resources suitable for use with students from transitioning to University through to post graduate study. • Employ innovative teaching techniques that are sensitive to student attainment levels, engage the interest and enthusiasm of students and inspire them to tackle challenging material. • Communicate complex information related to Mathematics learning and teaching in a clear and easily understood manner – both in spoken and written forms. • Promote and expand engagement with the Maths Learning Centre. • Design and develop learning objectives and materials to meet the needs of diverse groups of learners (including those who are neuro- diverse) for a range of academic levels and disciplines. • Be familiar with a range of strategies to promote and assess inclusive learning across disciplines, and in a teaching context, work confidently and sensitively. • Seek ways of improving performance by reflecting on personal practice, skills and knowledge development and by obtaining and analysing feedback. • Plan and manage own learning, teaching and workload. • Monitor and maintain records/reports to meet both internal and external requirements. • Contribute to MLC's pedagogic research to improve the provision of support, using appropriate methodology, evaluation and write up findings for making recommendations and for publication/dissemination. • Be a productive team member, engaging fully in team activities leading where agreed, and develop productive working relationships with other members of staff within and beyond your immediate team and Directorate. • Contribute to the work of the Directorate and collaborative decision-making, through participation in team meetings, project groups and working parties as required. Build and participate in internal and external related contacts and networks. • Share good practice by contributing to staff development– within the team, the Directorate, the University and with the wider Maths support community. • Follow and enforce safe working practices and undertake appropriate duties as set out in the Directorate's State of Safety Organisation. • Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief (or none), sex and sexual orientation.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Mathematics qualification at first degree level or equivalent.	Essential		X			X
	Teaching qualification.		Desirable	X			X
	Postgraduate qualification in Mathematics.		Desirable	X			X
	Higher Education Academy Fellowship.		Desirable	X			X
Teaching and Learning Support	Recent and successful post-16 teaching experience of Mathematics.	Essential		X	X	X	
	Ability to teach (online and face to face) a range of Maths at Undergraduate and Postgraduate levels – and a willingness to develop own knowledge and experience of the subject.	Essential		X	X	X	
	Evidence of familiarity with a range of approaches to teaching and learning Mathematics in a variety of contexts and levels of study.	Essential		X	X	X	
	Evidence of familiarity with a range of approaches to teaching and learning Statistics in a variety of contexts and levels of study.		Desirable	X		X	
	Experience of identifying and responding to students' conceptual difficulties in Mathematics in small and large group settings.	Essential		X	X	X	
	Evidence of a good working knowledge of mathematical/statistical software packages		Desirable	X		X	
	Sensitivity to a diverse range of student and staff needs and evidence of responding appropriately to their diversity.	Essential		X	X		
	Evidence of online resource development.	Essential		X	X	X	
	Evidence of willingness to adopt a proactive approach to the role – seeking opportunities and initiating ideas to maximise engagement among staff and students.	Essential		X	X		
Leadership and Service Delivery							

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Evidence of the ability to build strong team relationships and work collaboratively to achieve agreed goals.	Essential		X	X		
	Awareness of the current Higher Education context and key issues for the provision of Maths support in the sector.		Desirable	X	X		
	Evidence of the ability to represent and promote the MLC to staff and students across the university and all other stakeholders.	Essential		X	X		
	Evidence of the ability to manage own teaching and other workload commitments effectively.	Essential		X	X		
Communication and Marketing Liaison	Good knowledge of ICT	Essential		X	X		
	Evidence of excellent communication skills orally and in writing.	Essential		X	X		
Continuing Professional Development	Evidence of continuing professional development and other pedagogic research.	Essential		X	X		
Other	A satisfactory DBS check	Essential					X
Our Values and Behaviours at DMU							
We are Collaborative – we work together to get things done	We support each other to achieve joint outcomes We understand how our work contributes to DMU We are aware of our personal impact on others	Essential			X		
We are honest and Compassionate	We are open, honest and caring We work on a trust basis We hold ourselves accountable for our actions	Essential			X		
We are innovative and Creative	We constantly strive for better We challenge bureaucracy and explore digital solutions We are innovative and creative	Essential			X		
We are a community – we value and champion difference	We embrace alternative views We treat others with respect We tackle inequalities	Essential			X		

***A = Application Form; I = Interview; T = Task; D = Documentary Evidence**