

Post Details		Last Updated: 08/03/2022	
Faculty/Administrative/Service Department:	Library and Learning Services (LLS)		
Job Title:	Maths and Statistics Advice Manager Teaching Fellow in Maths AND/OR Statistics Learning Development		
Job Family & Job Level	Research and Teaching	5	
Responsible to:	Associate Director (Learning Development)		
Responsible for:	Teaching staff in the Department. May supervise other staff.		
Job Summary and Purpose To have significant input to teaching at foundation, undergraduate and postgraduate level. To make a significant contribution to Faculty/Department management and administration as appropriate.			
Main Responsibilities and Activities			
Teaching delivery and development: Develop teaching methods, materials, technologies and learning environments which enhance the students learning opportunities whilst creating an environment for understanding and enthusiasm amongst students. Assist in the development of curricula and lead on programme and course innovations whilst taking responsibility for the quality of programmes developed. Plan, deliver and critically review a range of teaching and learning activities including lectures. Contribute to the development of the Faculty’s Teaching and Learning Strategy. Develop and apply innovative and relevant teaching, learning and assessment techniques including peer review and other recognised metrics. Develop appropriate criteria for the assessment of programmes of work, practical sessions, fieldwork and examinations in subject specialism, and provide appropriate protocols for excellent feedback to students. Continually update knowledge and understanding in subject specialism and apply to course of study. Extend transform and apply new knowledge from pedagogic developments to teaching and appropriate external activities as part of an integrated approach to academic practice. Engage in professional and pedagogical research to support subject specialism teaching and learning activities. Conduct individual or collaborative projects related to discipline or pedagogy. Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague.			
Student pastoral care Develop and use pastoral care skills to support the academic development of students and ensure a good student experience. Act as personal tutor and give first line support before referring students on to appropriate services.			
Management and Administration Take on administrative duties such as Examination Officer and Timetabling Officer which contribute to the efficient management and administration of the Faculty/Department. Be fully involved with students at all levels of support.			

Active involvement in academic, professional or clinical networks in the discipline and start to undertake leadership roles in these networks.

Person Specification

Post holders are expected to hold a degree, higher degree or appropriate equivalent professional qualification (with an expectation of holding a higher degree for those teaching at post graduate level).

Post holder to demonstrate:

- Evidence of high level of teaching and presentational skills
- Evidence of administrative/organisational skills
- Evidence of knowledge and understanding of current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is essential.

Relationships and Contacts

Post holder to be a member of Faculty committees relevant to administrative duties, e.g. Faculty Board of Studies and Examination Board.

Teaching and Administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body.

Special Requirements

The post holder is expected to work outside normal office hours as necessary.

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly.

All Staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.

Undertake such other duties within the scope of the post as may be requested by your Manager.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy

Addendum

This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

Job Title:

Maths and Statistics Advice Manager | Teaching Fellow in Maths AND/OR Statistics Learning Development

Background Information

Department

The department of Library and Learning Services (LLS) supports University strategies for Education and Research through the provision of distinctive collections and content, high quality and inspirational learning spaces and sector-leading and accessible services that enable students and researchers to engage creatively with the learning and research opportunities available to them.

LLS's Learning Development area comprises Academic Skills and Development (AS&D), Maths and Statistics Advice (MASA) and our faculty/programme-embedded Foundation Year Learning Developers.

The Service

MASA is a dynamic maths and statistics study advisory service, operating within bespoke premises located prominently within the University's Library & Learning Centre (LLC). The service sits alongside, but is also part of (and works extensively with), the University's well-established learning development service, Academic Skills and Development (AS&D).

MASA supports all students studying at Surrey, from levels 3 (e.g., Foundation Year), levels 4-6 (Degree level) and 7 (Masters level), to level 8 (Research students).

MASA is committed to developing students to become confident and independent learners in the handling, interpretation and utilising of maths and statistics. This occurs through a varied range of activities, including drop-ins and appointments, small group-based support activities, workshops and, through collaboration with faculty staff, programme-embedded class-based activities.

The MASA team work closely with staff across the University's three faculties to:

- promote MASA,
- identify opportunities for collaboration to enhance students' maths and statistics abilities and confidence, embedding effective learning development opportunities within programmes.

The Role

Teaching delivery and development

Contribute to the development, delivery and evaluation of an engaging and varied range of activities, interventions and opportunities to help learners develop competence in interpreting and using maths and statistics and to become excellent independent learners.

Work extensively with faculty colleagues, at modular and programme levels, to support ongoing consideration of changing student needs regarding maths and/or statistics development. Working with the Associate Director (Learning Development), contribute expertise as required to programme teams' periodic and ongoing reviews of their curricula and methods of learning and teaching.

Duties and responsibilities

Learning and Teaching

Management, coordination, strategic development and enhancement and active promotion of MASA as a student-focused and staff-supportive service.

The successful applicant will be expected to:

- Oversee the day-to-day running and ongoing strategic development of the service's central support strategies, i.e., drop-in sessions, bookable appointments, and workshops.

- Develop extensive knowledge and understanding of the application of maths and/or statistics to specific subject/programme contexts, via extensive collaborative engagement with faculty staff and through interactions with service users.
- Develop strong collaborative working relationships with faculty colleagues, to identify and help to address issues in the design, development and delivery of maths and statistics-related learning, teaching and assessment activities; this may involve collaborative and bespoke teaching interventions in specific modules.
- Draw on sector best-practices to develop a programme of training and ongoing development for a small number of Research students to augment the activities of the permanent MASA staff, providing genuine professional development opportunities for these students to become excellent developers of others.
- Promote and develop pedagogically-considered, effective and innovative methods in maths and/or statistics teaching, learning and assessment, drawing on sector best-practices to enhance students' maths and statistics developmental experiences.
- Lead in the ongoing evaluation and development of the service and its provision and have responsibility for all aspects of service quality assurance.
- Continually update knowledge and understanding in the fields of maths and/or statistics student learning development, transitions and learning and teaching in HE.
- Actively engage with, and contribute to, collaborative work in the sector, e.g., sigma, for mutual service enhancement.
- Work increasingly with students as partners in ongoing service enhancement and development.
- Be actively engaged in the development and application of digital- and electronic-based learning and teaching approaches to support student maths and statistics learning development (with particular consideration of how distance-learning students are appropriately supported); this may include: developing bespoke, quality resources and utilising appropriate technologies and environments which enhance student learning opportunities, critical development and active engagement.
- Develop strategies and processes that support University objectives relating to progression, success and attainment, particularly relating to WP cohorts and our institutional commitments to Access and Participation; this will include working with colleagues across the institution to identify and implement opportunities to support the needs of specific WP cohorts (e.g., mature learners, BME, carers, etc.), ensuring that the requirements of students entering Higher Education from these backgrounds are appropriately supported.
- Work collaboratively with faculty academic staff to identify opportunities to optimally engage with students entering University with non-standard qualifications (e.g. BTEC), where maths and/or statistics ability may require particular development.
- Work with the University's Foundation Year teaching teams to support successful transitions to degree-level study.
- Manage the MASA operational budget.
- Develop effective learning opportunities for students with neurodiverse conditions (such as Dyslexia and Dyscalculia), in collaboration with the University's Disability and Neurodiversity team, as well as for students with maths or statistics phobias/anxiety.

- Actively contribute to the work of, and share practices with, the wider Academic Skills team, co-delivering teaching where appropriate.
- Undertake small-scale (targeted) pedagogic research related to service activity, for conference presentations and publication.

Other related activities and functions

The successful applicant will be expected to:

- Be responsible for the day-to-day running and ongoing development and enhancement of MASA.
- Be responsible for the strategic development of MASA, working with the Associate Director (Learning Development).
- Take part in LLS committees and Learning Development team meetings, and meetings across the University, as required.
- Engage in Staff Development programmes which are consistent with the needs and aspirations of the member of staff and the department.
- Undertake such other duties as may be reasonably requested by the Associate Director (Learning Development) that are commensurate with the nature and grade of the post.

Additional responsibilities

The successful applicant will be expected to:

- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

	Essential/ Desirable
Undergraduate degree (or higher), in Maths, Statistics, or appropriately related-discipline.	E
HE learning and teaching qualification, e.g. Postgraduate/Graduate Certificate, or equivalent.	D
At least two years' experience of working in a maths or statistics student learning development role, or equivalent, in an HE setting.	E
Experience of effective management of a team and/or leadership of significant projects, in relation to maths and statistics in HE.	E
Demonstrable evidence of the ability to teach mathematics and/or statistics across a varied range of applied contexts, e.g. pure and applied sciences, business, social sciences, humanities, etc. and a willingness to develop understanding in relation to new contexts.	E

Be experienced in developing students towards reaching their full potential and of identifying and helping students to address conceptual difficulties in the application of maths and/or statistics.	E
Be committed to inclusive, student-centred and innovative approaches to learning development; a creative thinker, able to develop and support appropriate and innovative approaches that will be of benefit to students and staff.	E
Demonstrate understanding of the diverse learning development needs of students entering HE from non-traditional or under-represented constituencies and have demonstrable experience in working with students from diverse backgrounds/with varied prior life and learning experiences.	E
Excellent communication skills (written and oral) for a diverse range of audiences, with an ability to inspire and motivate students – and inspire staff.	E
Experience of appropriate maths and/or statistics software packages (e.g. SPSS, Excel, MATLAB, R Studio, etc.).	E
Evidence of working collaboratively within a team.	E
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose.	
<ol style="list-style-type: none"> 1. Management and ongoing development of MASA and, working with the Associate Director (Learning Development), strategic development of the service; responsibility for the MASA budget. 2. Ongoing design, delivery and evaluation of a range of provision and activity to provide effective, innovative and engaging maths and statistics developmental opportunities for students, including drop-in advice, appointments, small-group activities, workshops and, in collaboration with faculty academic staff, bespoke in-module interventions; with regard to the latter, identifying opportunities for joint in-curriculum interventions working with colleagues in AS&D; undertaking small-scale (targeted) pedagogic research related to service activity, for possible conference presentations and publication. 3. Ongoing development of knowledge and understanding of the application of maths and/or statistics to specific subject/programme contexts, via extensive collaborative engagement with faculty staff and through interactions with service users. 4. Developing of bespoke, quality resources and utilising of appropriate technologies and environments which enhance student learning opportunities, critical development and active engagement. 5. Undertake consultancy and advisory work: this will involve advising and working with faculty teaching staff on pedagogically informed, effective and innovative approaches to developing students' maths and/or statistics capabilities and helping staff to address issues related to the design, development and delivery of maths and statistics-related learning, teaching and assessment within curricula; this may also involve contributing to periodic reviews of curricula. 6. Training and ongoing development of Research students to augment one-to-one service activities, ensuring contributors gain authentic and valuable professional development experiences. 7. Work with colleagues across the University on Widening Participation projects and activities to identify and develop strategies to support the needs of specific WP cohorts (e.g., mature learners, 	

BME, carers, etc.) and engage with students entering University with non-standard qualifications (e.g. BTEC), where maths or statistics ability may require development.

8. Continually update knowledge and understanding in the fields of maths and/or statistics student learning development, transitions and learning and teaching in HE; engage in collaborative work in the sector, e.g., contributing to the work of Sigma, for mutual service enhancement and sharing of best practices.

N.B. The above list is not exhaustive.