



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: LSE Team Up Maths Tutor

Department/Division: Widening Participation Team
Accountable to: WP Officer

At LSE we believe that all students should have the opportunity to go on to higher education regardless of their background, and that it is our social responsibility to encourage and support them in exploring their options and making their decisions.

LSE has been involved in widening participation and access initiatives since 1998 and our activities aim to address the differences in take-up of higher education opportunities across different social groups.

Our outreach programmes help eligible London students discover more about the opportunities available to them, encouraging them to consider how best they can fulfil their potential and reach their goals. We work with state schools and colleges in underrepresented London communities to raise aspirations, awareness and attainment.

Tutoring Programme

Widening Participation has run a tutoring programme across London schools/colleges for several years. In 2021/22, for the second year running we are collaborating with Team Up, an education charity, which “works to reduce the widening attainment gap in education by helping underachieving disadvantaged pupils double their expected progress and improve their future prospects”.

Tutors will travel to one of our London partner schools, to provide small group tutoring, under the supervision of teachers. Our two partner schools are located in either the Borough of Westminster or the Borough of Barking and Dagenham.

The project has several important aims:

1. To help raise Year 10 and Year 11 students’ attainment in Maths and provide contact time with current university students
2. To raise students’ confidence and encourage them to consider higher education when they leave secondary school or college
3. To enable university students to gain important work experience and serve local communities
4. To give university students the opportunity to develop transferable skills, such as communication, organisational and problem-solving



Duties/Responsibilities

- Preparing and delivering 1.5 hour **in person** tutoring sessions with an allocated group/individual at your allocated school for all 10 weeks of the programme, as agreed with the LSE Widening Participation (WP) Officer and the Team Up Programme Manager.
- Travelling to allocated school for 10 weeks and submitting travel expenses for reimbursement at the end of the programme.
- Attending paid training delivered by Team Up and completing NSPCC online training before start of first tutoring session.
- Flagging any issues – in particular, safeguarding issues – to the School Coordinator, LSE WP Officer and Team Up Programme Manager as soon as possible
- Administering evaluation and assessment materials, as guided by LSE and Team Up.
- Using a range of strategies, tailored to the group, to address attendance, motivation and commitment.
- Giving appropriate feedback to pupils, clearly specifying how they can improve.
- Clearly explaining new concepts to pupils, and modelling how to use them
- Regularly assessing pupil understanding at the end of a topic and using this to inform future planning.
- Demonstrating excellent attendance and punctuality, as well as behaving in a professional manner at all times.

Contractual Commitment

Tutors are expected to commit to all training delivered by LSE / Team Up and the preparation and delivery of all 10 **in person** tutoring sessions.

Training: Online training held in December 2022

Start date for Tutoring: w/c 17 January 2022

End date for Tutoring: w/c 28 March 2022

Day & Time: Tuesdays 16:00 – 17:30 OR Wednesdays 15:00 – 16:30

LSE (WP) Child Protection Policy and Disclosure and Barring Service

All applicants should be aware that successful applicants to the post will be required to complete an enhanced DBS clearance, including a check as to whether the applicant is barred from working with children.

This will be completed and paid for by the LSE Widening Participation Team.

LSE undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing or amending a conditional offer of employment. Having a criminal record will not necessarily bar an individual from working with LSE, depending upon the nature of the position sought as well as the circumstances of the revealed offence.

More information on this check can be found online at <https://www.gov.uk/disclosure-barring-service-check/overview>



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Remuneration

Standard hourly rate of £13.63

You will be paid for 2.5 hours each week (1 hour preparation and 1.5 hour delivery) plus your attendance at training.

You will be fully reimbursed for your travel expenses to a school in either the Borough of Westminster or the Borough of Barking and Dagenham.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.