

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 – Academic Registrar’s Division (ARD)
Accountable to: Senior Widening Participation Officer

Widening Participation

LSE is the world’s leading social sciences institution, established for the betterment of society. The School is committed to widening access to and participation in higher education and ‘developing LSE for everyone’ is a key objective of the new LSE 2030 strategy.

The Widening Participation team, based in the Academic Registrar’s Division, leads our efforts to widen access to LSE for UK Undergraduate students from under-represented groups and supports the attainment and progression to HE for hundreds of young people each year.

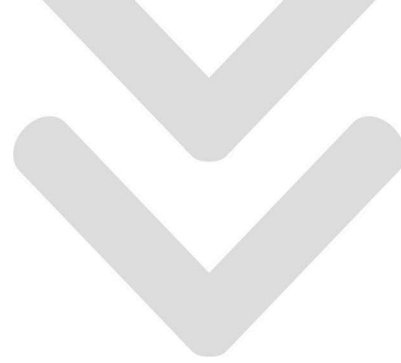
Tutoring Programme

The LSE Widening Participation team has run a tutoring programme across London schools/colleges for several years. In 2023/24, for the fourth year, we are collaborating with [Team Up](#), an education charity, which uses tuition, delivered by inspirational role models, to enable pupils from low income backgrounds to meaningfully increase their academic attainment, in order to improve the choices open to them.

Tutors will travel to one of our London partner schools, to provide Maths tutoring to small groups, under the supervision of teachers and a Team Up Project Manager. Our two partner schools are located in either the Borough of Westminster or the Borough of Barking and Dagenham.

Tutors will be employed by the LSE and supported by both the WP team and Team Up. Tutors will deliver one 90 minute session per week over 10 weeks and will choose the lessons they teach from Team Ups bank of resources. Before and after each session, tutors will have a short briefing from their Team Up Programme Manager who will be present at all sessions, and tutors will receive training to support their development.

Duties/Responsibilities



Main Duties:

- Attend paid training delivered by Team Up/LSE and complete online NSPCC training before the first tutoring session, as well as any specific training as necessary throughout the programme
- Undertake all work in line with LSE, Team Up and school policies, procedures, and regulations, including the relevant Staff Code of Conducts, Activity Guidance and Safeguarding Reporting Procedures.
- Act as a role model to students at all times and be a positive representative for your course, department, the LSE and Higher Education more broadly.
- Demonstrate excellent attendance, punctuality, and commitment to the role, as well as behaving in a professional manner at all times including, but not limited to, being friendly, engaging and presentable.
- Work closely and professionally with the Widening Participation team, Team Up and school staff, as well as other LSE Team Up Maths Tutors and Team Up volunteers.
- Plan engaging tuition sessions using the bank of resources provided by Team Up and individual subject knowledge and expertise.
- Travel to your allocated school each week for the duration of the 10 week programme to deliver 1.75 hours of **in person** tutoring for your tutoring group/individual, as agreed with the LSE Widening Participation (WP) Officer and the Team Up Programme Manager.
- Use a range of strategies, tailored to your tutoring group, to address attendance, motivation, and commitment.
- Give appropriate feedback to pupils, clearly specifying how they can improve.
- Clearly explain new concepts to pupils, and modelling how to use them.
- Regularly assess pupil understanding at the end of a topic and using this to inform future planning.
- Administer evaluation and assessment materials, as guided by LSE and Team Up.
- Ensure that all young people are safe at all times by supporting the implementation of relevant safeguarding processes and addressing minor behavioural issues where appropriate, referring more serious issues to the School Coordinator, LSE WP Officer, and Team Up Programme Manager as soon as possible.
- Any other duties commensurate with the grade and purpose of the post.

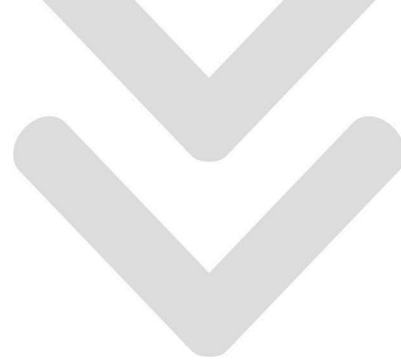
LSE (WP) Child Protection Policy and Disclosure and Barring Service

All applicants should be aware that this position will be subject to an enhanced Disclosure and Barring Service (DBS) check with childrens' barred list. This will be completed and paid for by the LSE Widening Participation Team and any offer of employment made is conditional on receipt of a satisfactory DBS check.

Alongside the enhanced Disclosure and Barring Service (DBS) check, the Widening Participation team are required to undertake a Risk Assessment for anyone who has resided outside of the UK since the age of 18 as disclosure reports may not include information on convictions from outside the UK. In this instance successful applicants may be required to provide details of a referee from a previous Educational Establishment so that a reference can be sought.

In line with the [NSPCC Safer Recruitment Practice](#), student staff will also be required to provide the details of two suitable referees and references will be sought. Any offer of employment is conditional on two satisfactory references.

LSE undertakes to discuss any matter revealed on a DBS certificate or references 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> and in the [LSE WP Safeguarding Guidance and Procedures](#).

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The [Ethics Code](#) clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

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.