



## 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: Mathematics Undergraduate Study Adviser**

**Department/Division: Mathematics**

**Accountable to: Head of Department**

### Job Summary:

The main duties of the Study Adviser are to hold one-to-one confidential study-related appointments with undergraduate students in the Department of Mathematics. Where the issue(s) presented by students are not concerned with managing their study of mathematics, the postholder is expected to direct and encourage students to use more appropriate support (including teachers' office hours, the departmental Mathematics Support Centre, and specialist advisers elsewhere in the School).

The postholder will work with other members of the Department of Mathematics to promote, review and refine provision in this area, especially in orientation week and immediately before and after examination periods.

### Duties and Responsibilities

Contributing to the Department and to the School by delivering student support of a quality consistent with the Department's Education Strategy.

Fostering departmental collegiality and fulfilling individual responsibilities as set out by the Head of Department, Deputy Head (Teaching) and/or other senior colleagues.

Assisting in the smooth delivery of this aspect of student support provision, and contributing to the effectiveness of the Departmental tutoring team (Department Tutors + UG Programme Manager) and academic mentoring provision in the Department.

Taking responsibility for the quality of support he/she delivers and, as necessary, seeking further training, guidance and skills development to ensure that standards are maintained and improved.

Holding weekly bookable confidential appointments for undergraduate students from the Department of Mathematics. These can be recommended referrals from students' mentors or teachers, or can be initiated by the students themselves.

Providing at least termly anonymised summary reports for the Teaching Committee on appointments (quantity, key issues) and any promotional initiatives in order to keep under constant review the effectiveness of the scheme and any revisions which should be considered.

Ensuring that any students who present an issue which should be responded to by another qualified professional within the School are referred to them in a supportive, sensitive and timely manner.

Liaising regularly with other School support services (e.g. LSE LIFE, Disability & Wellbeing Service, and mental health advisers) to build a good relationship with referral contacts. Ensure the departmental provision is up to date on policy and practice and not fundamentally overlapping with other School provision.

Only if asked to do so to comply with School guidelines, or if this becomes necessary for individual students, should appointments be conducted online (using software such as Zoom).

### **Flexibility**

To deliver teaching effectively, a degree of flexibility is needed, and the Study Adviser may be required to perform work not specifically referred to above.

### **Equality and Diversity**

To uphold the School's commitment to equality of respect and opportunity, as set out in the [Ethics Code](#), we will treat all people with dignity and respect, and ensure that no one will be treated less favourably because of their role at the School, age, sex, disability, gender identity, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity, or social and economic background. For the full Equity, Diversity and Inclusion policy statement, please see the [EDI website](#).

### **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.