



## 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: Widening Participation (WP) Maths Tutor**

**Department/Division: Widening Participation Team**  
**Accountable to: WP Coordinator**

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 2020/1, 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 work remotely, delivering online tutoring in two of our partner schools, under the supervision of teachers. The project has a number of 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 one-hour online sessions with an allocated group/individual at your allocated school for all 12 weeks of the programme, as agreed with the LSE Widening Participation (WP) Coordinator and the Team Up Programme Manager.
- Attending 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 Coordinator 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 12 online tutoring sessions.

Training: TBC

Start date for Tutoring: w/c 22 February 2021

End date for Tutoring: end of May

Day & Time: TBC

### 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.

We have the right to refuse or withdraw an offer of employment on the grounds of a conviction shown within the DBS check process.

Any convictions present on the DBS check will be reviewed on a case by case basis by a senior member of the widening participation Team – usually the Head and/or Deputy Head – and will take into consideration the conviction and the requirements and responsibilities placed on the role. This review will include reference to LSE HR as appropriate.

### Remuneration

Standard hourly rate of £13.29

### 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.