LSE is committed to building a diverse, equitable and truly inclusive university

Widening Participation – Academic Registrar's Division

LSE Team Up Tutor

Team Up Tutors are placed on the first step of the LSE hourly-paid salary scales. This is currently set at £15.29 an hour which includes holiday pay. This is inclusive of London allowance.

This is a fixed term appointment from December 2023 to April 2024 to cover the duration of paid training and the tutoring sessions.

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. The team, comprising 13 staff, leads on the delivery of key elements of the School's outreach and widening access strategy, as set out in our Access and Participation Plan.

Tutoring Programme

Widening Participation 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 "works to reduce the widening attainment gap in education by helping underachieving underrepresented pupils double their expected progress and improve their future prospects".

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

Candidates should have a maths A-Level or equivalent and currently be studying a degree subject with a mathematical element.

Candidates should have:
- Knowledge of UK education, especially the schools and higher education sectors; and widening participation issues
- Experience of working with children and/or young people, in an education setting
- An understanding of potential barriers faced by young people with regards to access to Higher Education
- An awareness of safeguarding and equity, diversity, and inclusion issues

This position will be subject to an enhanced Disclosure and Barring Service (DBS) check with children's barred list. Any offer of employment made is conditional on receipt of a satisfactory DBS check.

For further information about the post, please see the job description and the person specification.

To apply for this post, please go to lseportal.force.com/participate you have any technical queries with applying on the online system, please use contact widening.participation@lse.ac.uk.

Should you have any queries about the role, please email ard.tutors@lse.ac.uk.

The closing date for receipt of applications is Sunday 22 October 2023 (23.59 UK time). Regrettably, we are unable to accept any late applications.

Contractual Commitments
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: In person training held on Sunday 10 December 2023
Start date for Tutoring: w/c 16 January 2024
End date for Tutoring: w/c 25 March 2024
Day & Time: Tuesdays 4-5.45pm OR Wednesdays 3-4.45pm.

International Students on a Tier 4 study visa should ensure that they are not working more than the maximum number of hours as detailed on their visa during term time.

Application and Recruitment Process
Applications are made online via our website. They will open on Monday 11 September 2023 and close on Sunday 22 October 2023 at 23:59.

Interviews will be conducted by Team Up the week commencing Monday 30 October or 06 November 2023

If you are successful following the interview, you will be required to complete a compulsory NSPCC training module, complete a series of online training modules and attend a paid compulsory training session on Sunday 10 December 2023.

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.

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.

Salary

Team Up Tutors are placed on the first step of the LSE hourly-paid salary scales. This is currently set at £15.29 an hour which includes holiday pay.

You will be paid for 2.75 hours each week (1 hour preparation, 1.5 hours of delivery and 15 minutes debrief with the Team Up Programme Manager) plus for your completion of any 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.