

Job Description

Job Title: Hourly Paid Lecturer - Mathematics, Statistics and Numeracy
Job Ref: LIBHP1
Campus: Hendon
Grade: Grade 7
Salary: Basic Rate: £21.01 per hour
(including outer London weighting)
Period: 12 months
Reporting To: Head of Learning Enhancement
Job Holder:

Job Purpose

To operate effectively as part of a team of academic, technical and administrative colleagues to facilitate learning in the University to the highest quality through teaching, administration and advice work. To contribute to curriculum development and undertake scholarly activities.

Principal Duties

- To contribute to teaching and learning at undergraduate and postgraduate levels and where appropriate on short/professional courses, through:
 - embedded delivery of maths, statistics and numeracy teaching in modules through lectures, seminars, tutorials and other supervisory and coaching methods.
 - design, development and review of learning and teaching activities and materials which develop students' mathematics, statistics and numeracy skills in academic and professional contexts and particularly within their chosen degree programme/s
 - supporting individuals and groups of students in workshops, tutorials and drop in provision
 - the curation and creation of online support materials and self-paced learning resources
- Identify best and innovative practices in learning and teaching and build these into personal teaching practice
- To liaise closely with teaching, technical and administrative staff to ensure quality teaching.
- Give effective and appropriate advice, guidance and feedback to students to support and enhance their academic progress
- Contribute to and assist in the development of the overall learning enhancement provision and curriculum and in revision and reform initiatives.
- Assist others in the administration and management of numeracy and maths provision .
- Undertake personal administrative work which includes filing, record keeping and using the University databases.

Assignments paid at Basic Rate

This rate is to be used when there is no additional work preparation, follow up or additional duties required, for example:

- Attendance at training events/courses/meetings as agreed with line manager
- Where attendance is required in relation to appeals, breaches of exam regulations etc.
- Demonstration where preparation is not required
- Preparation of online resources not associated with teaching

General

- Keep abreast of the postholder's subject area. Undertake continuous professional development and participate in staff development and training activities to update and enhance skills;.
- Attend Department, School, Subject, Degree, Module and University wide meeting and committees as appropriate.
- To carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- To actively follow Middlesex University policies including Equality & Diversity policies.
- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.

PERSON SPECIFICATION

Post Title: Hourly Paid Lecturer in Mathematics, Statistics and Numeracy

The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed where marked on the person specification, by an (S) for shortlisting, (I) for the interview, (P) for a presentation and (T) for a test/teaching exercise.

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria.

Education, Qualifications, Experience, Knowledge, Skills & Aptitude

Essential Requirements

- E.1 An appropriate academic qualification at postgraduate level (or equivalent) (S)
- E.2 Experience of mathematics, statistics and numeracy support and teaching, ideally in various settings and contexts. (S,I)
- E.3 Experience of delivering embedded mathematics, statistics and numeracy classes / courses on university degree level programmes, including relevant materials design. (S,I,T)
- E.4 Experience of development of online learning materials (S,I)
- E.5 Proven ability to deliver high quality teaching. (S,I,T)
- E.6 Ability to work as part of a university-wide team. (I)

E.7 Demonstrable commitment to fairness and the principles of equality and inclusion. (S,I)

E.8 Demonstrable commitment to the University's values and vision. (I)

Desirable Requirements

D.1 A teaching qualification (upper secondary KS4/ KS5 maths/ FE/ HE) (S)

Hours: As contracted by Head of Department. Claims to be made monthly on PAFIS (the University finance system)

Duties: All duties above will be dependent on the terms of your individual assignment and will be confirmed by the Head of Department.

Leave: Accrued based on hours worked. For each hour worked you will accrue 0.214 hours annual leave, an allowance that takes account of Bank Holidays & University Days

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

To apply please submit a CV (using the University's template under Additional Information), equal opportunities form (using the University's template under Additional Information) and a covering letter explaining how you meet the requirements of this role (as set out in the person specification of the Job Description) and send them to: C.Malone@mdx.ac.uk stating the job reference number in the title of your email.

For more information please contact Cathy Malone.