

## JOB DESCRIPTION

**Title of the post:** Specialist Maths Support Tutor (Part time, permanent 0.28 FTE)

**Department:** Learner Support Team

**Reporting to:** Head of Disability and Learner Support Services

### The University

#### Background

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK's second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses, which include a year-long industrial placement. Undergraduate and postgraduate degrees and apprenticeships are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land, the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University's first Chancellor in 2013.

#### Academic Provision

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Applied Life Sciences, Animal Science and Health, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology

transfer activities supported by strong industry links and partnerships with companies including Saputo Dairy UK (formerly Dairy Crest), CLAAS and Ice Robotics.

Current high-profile projects include the Hands Free Farm – following on from the world-first Hands Free Hectare autonomous farming success; controlled traffic farming and development of laser weeding.

## **Recognition**

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

The University has been the highest performing modern university in The Times and Sunday Times Good University Guide for the last five years

In the QS World Rankings for Agriculture and Forestry published in March 2021, Harper Adams was ranked, for the fourth time, as first in the UK for academic reputation and second in the world for its reputation with employers.”

Harper Adams University is a five-time winner of the Whatuni? Student Choice Award for best job prospects.

The University is ranked 11<sup>th</sup> in the UK for student satisfaction, based on the results of the National Student Survey 2021, and more UK-based undergraduates from Harper Adams University are in work or further study than from any other university in the country, according to 2021 Graduate Outcomes figures.

## **Facilities**

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large, covered soil working area and a number of sustainable technology installations. New facilities opened since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. A Veterinary Education Centre is due to open in 2021, in support of existing programmes and the new Harper & Keele Veterinary School. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust.

The University also provides a range of training and professional development opportunities via its staff development programme.

## **Catering and Sports Facilities**

The University's Students' Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool, bowling green and tennis courts that are available for staff use during the summer period. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

## **Main Duties and Responsibilities**

The role works within the Academic Guidance Team, reporting to the Head of Disability and Learner Support Services. The postholder will provide specialist maths and statistics support, with a focus on the first two years of study. In addition, the post holder will also support students to develop their academic skills in line with the wider work of the Academic Guidance Team.

The specific duties and responsibilities of the role will include:

### **Main Duties**

- Consult with academic course teams to identify the maths and statistics skills that students require during their studies
- Design and deliver a programme (including workshops) of maths and statistics support for students in their first two years of study
- Provide one-to-one support for students with their maths assessments and examinations, including individual feedback on performance and areas for improvement
- Create online learning resources for students to use independently to develop their skills in maths and statistics
- Advise Course Tutors and other academic colleagues on students' skill development and sources of support
- Liaise with Course Tutors and other academic colleagues to monitor individual student and cohort progress
- Liaise with the Learner Support Team to ensure that the individual needs of students are supported
- Maintain own Continued Professional Development in maths and statistics skills development in the Higher Education sector
- Benchmark own practice and that of the University against best practice and the Higher Education sector
- Follow agreed administrative procedures to maintain records, monitor and track students, using appropriate IT solutions
- Contribute to the monitoring, tracking and intervention of 'at risk of non-completion' students and including students identified for additional support
- Identify students requiring additional support and signpost to relevant specialist internal services

### **Academic Skills Support**

- Respond to wider academic support needs and questions from students via one to one sessions and group workshops
- Develop and deliver academic skills workshops in support of core academic skills development

### **Other Duties**

- Contribute to the development and delivery of the pre-entry transition conference
- Provide amanuensis support during examination periods
- Participate in open days and other recruitment events
- Other duties as required by the Head of Disability & Learner Support or Director of Academic Services

This is a description of the post as it is presently constituted. The University reserves the right to periodically examine an employee's job description and its location within the organisation and to up-date or amend it to ensure that it is related to the duties then being performed, or to incorporate new duties, as required.

## Personal Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Candidates should be educated to a degree level (or equivalent) in Mathematics or related subject <i>or</i> have experience in a predominantly similar role	Willingness to undertake additional qualifications if required
<b>Experience</b>	<p>Experience of working with students to develop their maths and statistics skills and build confidence</p> <p>Experience of working with neurodiverse students.</p> <p>Experience of prioritising a varied and demanding workload, displaying initiative, warmth and composure under pressure</p>	<p>Previous work experience in an FE or HE setting</p> <p>Experience of working with students with a range of mental health conditions</p>
<b>Knowledge / Skills</b>	<p>High degree of maths and statistics knowledge</p> <p>Excellent IT skills</p> <p>Excellent understanding of the use of Microsoft packages and statistical software (SPSS, Genstat)</p> <p>Excellent communication skills (written and oral)</p>	Understanding and application of the Equality Act 2010 and the social model of disability, preferably in an HE setting
<b>Personal Qualities</b>	<p>Excellent interpersonal skills and ability to communicate effectively with academic staff and other university departments</p> <p>Ability to work within professional boundaries and experience of handling sensitive or challenging situations maintaining at all times a calm and professional demeanour</p>	

## Conditions of Service

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

**Salary** The commencing salary will be within the range £32,348 to £35,333 per annum on a pro rata basis. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28<sup>th</sup> day of the month.

**Contract Term** This is a permanent post. The employment may be terminated during the course of the contract by either party giving one months' notice in writing.

**Hours of Work** The routine working week is 2 days (working days TBC) with 45 hours to use flexibly to meet peak demands outside of working weeks. Occasional weekend work will be required and hours will be in additional to the routine working week.

Working pattern: 2 days per week over 29 teaching weeks (weeks 1-25 and 3 weeks prior to the start of term) with 45 hours to use flexibly to meet peak demands outside these 29 weeks and during the reassessment window.

**Holidays** The annual holiday entitlement is pro rata of 22 working days, plus statutory bank holidays. In addition to this there are 8 University closure days during the full annual leave year. Annual holiday entitlement rises to 25 working days on completion of 5 years' service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. Holidays must be taken outside of contracted hours.

All annual holiday entitlement (including bank holidays and University closure days) is pro-rata for part-time employees. Further details will be confirmed on appointment.

**Sick Leave** During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

**Pension** The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment.

**Exclusivity of Service** You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.

It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited.

**Criminal Convictions** The post involves the opportunity for access to children and young persons under the age of 18. For this reason, the University is entitled to consider any criminal convictions, cautions or impending case(s) that it considers to be relevant to this post.

The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Applicants must therefore complete the part of the application form declaring any criminal convictions and cautions from any court or police authority. The successful applicant will have to undergo a Disclosure and Barring Service Check before an appointment can be made.

## **References**

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer.

## **Application Procedure:**

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

**To be submitted no later than midnight on Wednesday 24<sup>th</sup> August.**

**Interviews to be held on 7<sup>th</sup> September with an immediate start date.**