



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: LSE Team Up Maths Tutor

Department/Division: Widening Participation Team – Academic Registrar’s Division (ARD)
Accountable to: Widening Participation Officer

Widening Participation

LSE is the world’s leading social sciences institution, established for the betterment of society. The School is committed to widening access to and participation in higher education and ‘developing LSE for everyone’ is a key objective of the new LSE 2030 strategy.

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 2022/23, for the third 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 small group tutoring, under the supervision of teachers and a Team Up Project Manager. Our two partner schools are located in either the Borough of Westminster or the Borough of Barking and Dagenham.

Tutors will be employed by the LSE and supported by both the WP team and Team Up. Tutors will deliver one 60-90 minute session per week over 10 weeks and will choose the lessons they teach from Team Ups bank of resources. Before and after each session, tutors will have a short briefing from their Team Up Programme Manager who will be present at all sessions, and tutors will receive training to support their development.

The project has several 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 1.5 hour **in person** tutoring sessions with an allocated group/individual at your allocated school for all 10 weeks of the programme, as agreed with the LSE Widening Participation (WP) Officer and the Team Up Programme Manager.
- Travelling to allocated school for 10 weeks and submitting travel expenses for reimbursement at the end of the programme.
- Attending paid 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 Officer 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.

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.

LSE undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing or amending a conditional offer of employment. Having a criminal record will



not necessarily bar an individual from working with LSE, depending upon the nature of the position sought as well as the circumstances of the revealed offence.

More information on this check can be found online at <https://www.gov.uk/disclosure-barring-service-check/overview>

Flexibility

To deliver services effectively, a degree of flexibility is needed, and you will also be expected to carry out any additional tasks as directed by the WP Team.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The [Ethics Code](#) clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate.

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.