



Job Description and Person Specification

Summary

Job title:	Associate Tutor in Secondary Education (Mathematics)
Faculty:	Faculty of Education
Reference:	EHAT008-SEM-0825
Grade and Salary:	<p>AT rate equivalent to Grade 8, Points: 31-35. Full rate unit inclusive of amount for holiday pay: £51.85 – £58.14 per hour; Half rate unit inclusive of amount for holiday pay: £25.92 - £29.07 per hour.</p> <p>Half rate or grade 7 rate may be offered when undertaking non-teaching/ other activity such as meetings or attending training. The applicable rate is confirmed by the faculty when a contract of hours is offered.</p>
Contract Type:	Associate tutor bank. Part Time, Flexible hours
Location:	Ormskirk

About the Faculty

We have been educating the teaching and education workforce for almost 140 years. Our vision of 'working creatively with others to enhance life chances' is at the heart of who we are as a working family. We focus relentlessly on harnessing the power of education to transform lives, every day, in everything we do with our students and strategic partners.

The Faculty is one of the largest Initial Teacher Education providers in the country and in March 2024, became the first higher education institution in England to be rated 'outstanding' by Ofsted in all three teacher education phases. Alongside this we have an expanding portfolio of well-respected education provision where we work with diverse professionals to address local, national, and global challenges in education and related fields.

We believe that everyone has the right to access education regardless of their learning journey and life experiences. Our portfolio provides an inclusive lifelong learning journey in education, from foundation degrees to doctoral study, recognising the experiences our students bring as they study with us.

We are a diverse, publicly engaged, collaborative team with an international reputation for developing and implementing impactful research, knowledge exchange, and continuing professional development. The Faculty is also home to two research centres: the Centre for Mental Health, Sport and Physical Activity Research and International Centre for Early Years Education

About the Role

The Faculty is seeking to appoint an outstanding professional who is flexible, creative and willing to take a full involvement in various activities and initiatives within the Faculty of Education.

You will be expected to have excellent subject knowledge, as well as strong record of Secondary Education practice in mathematics. You will demonstrate an energy and passion for your subject beyond current statutory curriculum requirements through your developing research profile and your knowledge and network connections at local, national and international level.

As an Associate Tutor, you will be required to make a significant contribution to the delivery of our undergraduate and postgraduate curriculum in these areas. You will have Qualified Teacher Status and ideally have experience of contributing to the delivery of university-based Initial Teacher Education.

You will be expected to contribute to student experience of our students either through teaching and assessing, acting as a Personal Tutor or as a Link Tutor

About You

You will be an enthusiastic, highly skilled, flexible and friendly professional with excellent communication, leadership and interpersonal skills coupled with a commitment to providing an excellent experience for our students, staff, and external partners. To be successful you will enrich our students' experience through your expertise and subject knowledge as evidenced through your qualifications and extensive experience of teaching, ideally at undergraduate and postgraduate level. You will have previous experience of providing students with a high-quality learning experience resulting in excellent outcomes.

Reward & Benefits

We want you to feel happy when you come to work and proud when you go home. From the moment you join us you have the opportunity to enhance your skills. We offer a range of specialist development sessions and academic development opportunities including free foreign language evening classes, along with an award winning and comprehensive staff health & wellbeing programme. This is just a taste of what we are able to offer you at Edge Hill University.

About Us

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University was named Modern University of the Year in the Times and Sunday Times Good University Guide 2022 and shortlisted for the overall UK University of the Year award. With this award the University was called 'one of the shining stars of the modern university sector.' The award has come closely after Edge Hill was awarded University of the Year in the Educate North Awards 2020/21.

Edge Hill University appears in the Times Higher Global Rankings (801-1000) and has previously held the coveted UK University of the Year title, awarded by Times Higher Education in 2014/2015.

Other recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University Guide 2017, top in the North West for student experience (Times Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

Edge Hill University has achieved both Athena Swan Bronze and the European Commission's 'HR Excellence in Research Award' (first awarded 2018 and reawarded 2021), which acknowledges alignment with the principles of the European

Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

Job Description for Associate Tutor (Grade 8)

Duties and Responsibilities

As Associate Tutor, you will be expected as and when required to:

1. Contribute effectively to the subject area in a chosen area of scholarly development with support and assistance from colleagues as required.
2. Contribute effectively to the design and planning of the curriculum including preparation of own teaching and learning materials and course documentation.
3. Effectively oversee the welfare, progress, examination, and assessment of the students as designated by the Head of Area.
4. Promote the work of the University and participate in the recruitment, selection, and induction of students.
5. Provide support to individual students and groups of students in accordance with Edge Hill procedures, referring students to further support services as appropriate.
6. Contribute to the curriculum development of the area's academic programmes.
7. Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which they contribute.
8. Contribute effectively towards the development of the Department within an established programme of study.
9. Organise and administer tasks in an efficient and effective manner.
10. Use teaching and learning strategies, which encourage student involvement and advance their independent learning.
11. Develop and maintain links with cognate disciplines within the Faculty, University, Industry, and the Community.
12. Carry out any other duties associated with the area to be included by Head of Department.

13. Undertake the role of Link Tutor which involves:-

- a. **Working with trainees** - The Link Tutor monitors, tracks and supports the trainee with all aspects of their professional practice whilst the trainee is school-based. The Link Tutor oversees the moderation of the trainee's grades, and ensures all the needs are met to enable the trainee to make progress within the phase.
- b. **Working with the school** - The Link Tutor ensures that all school-based mentors are fully trained and supported, so that they are able to provide excellent support and training for the trainee.
- c. **Liaison** - The Link Tutor act as a liaison between the school and Edge Hill University, ensuring clear and effective two-way communication regarding each trainee's training needs.

Corporate Responsibilities

As Associate Tutor you will:

1. Participate in Edge Hill's decision-making process;
2. Contribute to and serve as appropriate on internal committees, working and advisory groups;
3. Contribute to the fulfilment of Edge Hill University's Mission Statement and Strategic Plan by implementing agreed Edge Hill Policy;
4. Encourage and promote the generation of income including the provision of research and consultancy;
5. Promote and implement the University's equality and diversity policies.

In addition to the above all Edge Hill University staff are required to:

1. Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
2. Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
3. Undertake appropriate learning and development activities as required
4. Participate in Edge Hill's Performance Review and Development Scheme
5. Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
6. Demonstrate excellent Customer Care in dealing with all customers

Eligibility

It is important to note that all of our Associate Tutor posts are academic pensionable posts and are eligible for Teachers Pension Scheme membership.

It is important to note that the successful applicant will be required to undertake an enhanced disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment.

Person Specification for Lecturer (Grade 8)

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
A good relevant honours degree or equivalent qualification and experience of Higher Education learning.	Essential	Application
Qualified Teacher Status	Essential	Application
Higher qualifications relevant to the post, such as a PhD, a professional qualification, or evidence of satisfactory progress towards such qualifications	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Successful teaching experience in Higher Education or other evidence of the ability to be an effective teacher at this level	Essential	Supporting Statement and Interview
Relevant subject knowledge as evidenced through qualifications, prior teaching experience or research	Essential	Supporting Statement and Interview
Developing breadth and depth of subject knowledge and evidence of continuing professional development.	Essential	Supporting Statement and Interview
Excellent, effective and adaptive teaching skills underpinned by sound pedagogical principles.	Essential	Supporting Statement and Interview
Ability to work on one's own initiative, to reflect on one's own skills and knowledge, and to seek opportunities to develop.	Essential	Supporting Statement and Interview

Excellent communication skills, both written and verbal, and excellent interpersonal skills with the ability to liaise effectively with colleagues, students and external stakeholders.	Essential	Supporting Statement and Interview
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Teaching, Learning and Assessment

Criteria	Essential or Desirable Criteria	Method of Assessment
An effective communications style and interpersonal skills	Essential	Supporting Statement and Interview
Ability to develop and use effective, flexible, and innovative approaches to teaching, learning and assessment	Essential	Supporting Statement and Interview
Ability to use technology to support teaching and learning	Essential	Supporting Statement, and Interview
Ability to contribute to the assurance of academic quality and standards	Essential	Supporting Statement and Interview
Ability to support the diverse academic and personal needs of individual students	Essential	Supporting Statement and Interview

Scholarly Activity and Research

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to engage in innovation, knowledge construction and knowledge exchange	Essential	Supporting Statement and Interview

Management and Administration

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to support the general development of the department, the faculty, and the institution	Essential	Supporting Statement and Interview

Competencies and Personal Attributes

Criteria	Essential or Desirable Criteria	Method of Assessment
Enthusiasm	Essential	Interview
Commitment	Essential	Interview
Team working	Essential	Interview
Good interpersonal skills	Essential	Interview
Flexibility and adaptability	Essential	Interview

Candidate Guidance and How to Apply

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

For informal enquiries about this vacancy, you may wish to contact Professor Andy Smith, Head of Department, Secondary and Further Education, at smithand@edgehill.ac.uk.

When you are ready to start the formal application process, please [visit our Current Vacancies website](#), search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and you can move backwards and forwards between individual form sections at any time prior to application submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

You are able to upload a CV to the application form to supplement your application and supporting statements.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced Disclosure and Barring Service check, as relevant, please see job advert) you will be added to our Associate Tutor bank.