JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Statistics Tutor</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Centre for the Development of Academic Skills (CeDAS)</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL Grade 6 (hourly paid)</td>
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<tr>
<td>Accountable to:</td>
<td>Teaching Fellow</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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Purpose of the Post

CeDAS Maths, Stats and Numeracy support forms part of the wider Academic Skills Programme which supports the development of academic skills among UG and PGT students at Royal Holloway.

The role holder is expected to deliver statistics support sessions to enable students to develop their statistics skills and enhance their academic achievement. The support to be offered may include the delivery of workshops, 1:1 tutorials and drop-ins. In addition, the role holder may be expected to contribute to the development and promotion of Maths, Stats and Numeracy support, for example, by helping to develop and promote the service on campus and online, or by assisting in the evaluation of activities delivered to students. The delivery of statistics support to students may take place in the students’ home department, in CeDAS or online.

Key Tasks

The key objectives and principal accountabilities for a Statistics Tutor are as follows:

1. Plan, prepare and deliver maths and statistics skills sessions to groups and/or individuals;

2. Promote students’ self-confidence and achievement by developing their ability to assess their own skills and find appropriate resources to address their needs.

3. Develop, maintain and evaluate resources that support statistics skills development, including self-directed learning, ensuring that these are suitable for campus-based and distance-learning students;

4. Work with staff in CeDAS and the relevant academic department/s to ensure that the maths and statistics support provision meets the requirements of groups and individuals, and advise and support teaching staff to identify and embed resources and support within core teaching;
5. Develop and maintain knowledge of the range of student support available in order to provide information, signposting and appropriate referrals for students in need of other services;

6. Engage with up-to-date literature or expertise in their professional field, as relevant to teaching responsibilities;

7. Monitor and evaluate sessions delivered to ensure they meet key aims and learning outcomes set;

8. Produce timely and effective statistics and other reports to inform decision-making.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:
1. CeDAS staff
2. Members of staff within the relevant academic department and other College staff
3. Students