University of Edinburgh

Job Description Template

1. Job Details
Job title: Schools’ Liaison Assistant (Math01-06)
School/Support Department: Mathematics
Unit (if applicable): N/A
Line Manager: Head of School

2. Job Purpose
To manage the School Liaison activities in Mathematics and raise the profile of mathematics and statistics in general, and the School in particular, with the general public.

3. Main Responsibilities

1. Plan and deliver mathematics activities for Edinburgh International Science Festival and various workshops with pupil participation (e.g. Beath & Newbattle, Kickstart).

2. Teaching: Undertake undergraduate teaching as directed by MTO. Act as course tutor for LEAPS, with responsibility for preparing materials, delivering course and co-ordinating PG tutors. Prepare and deliver revision course to Social Work students without required mathematics qualification.

3. Contact with schools: Co-ordinate the loan of materials to local schools. Attend visits to local schools and meetings with local teachers. Prepare teaching materials, teach some of the components and organise the School input into ventures such as Advanced Highers Revision Days for local pupils and Continuing Professional Development sessions for local teachers.

4. As a member of the School Publicity and Recruitment Committee take an active part in most outreach activities and co-ordinate arrangements for UCAS visits, Open Days etc. Design and produce publicity material for recruitment purposes. Produce information leaflets for Academic Fair and attend event.

5. In conjunction with another member of staff, set up and run training sessions for new postgraduate tutors and provide feedback and support throughout the session. Co-ordinate science communication training for PGs.

6. Associate Liaison Officer with SRA representing the University at Higher Education conventions etc.

4. Planning and Organising
The post holder is responsible for planning and organising a number of longer-term activities on their own initiative, e.g. taking overall responsibility for mathematics input to EISF and workshops, including arranging volunteers for these events and organising their content. Planning structure and content of LEAPS mathematics course and revision classes. There is also some short-term planning, e.g. ensuring that UCAS visits, presentations and classes run to time.

5. Problem Solving
Examples of problems the post holder will solve include:
- problems with the planning of events, e.g. finding suitable facilities, recruiting enough volunteers
- dealing with logistical problems as they occur on visiting days
- dealing with students with different needs, e.g. on LEAPS course
- taking appropriate action to support PG tutors
- arranging rotas of volunteers for various events.
6. Decision Making
Examples of decisions the post holder will take include:
- designing presentations and posters
- identifying volunteers to assist at events
- deciding which workshops etc the School should take part in
- deciding structure and content of LEAPS course
- deciding structure and content of postgraduate student tutor training sessions
- deciding which students need to attend Social Work course.

7. Key Contacts/Relationships
The post holder’s key contacts will include:
- Staff, undergraduate and postgraduate students in the School.
- Other School Liaison officers, staff and students in other Schools, College Office and SRA.
- Staff in local authority education departments.
- Pupils and visitors to the science festival.
- School teachers and approximately 800 prospective applicants.

8. Knowledge, Skills and Experience Needed for the Job
An honours degree in mathematics, some teaching experience desirable and at least 2 years of work experience in higher education. Good IT skills required, specifically in desk top publishing, and the ability to interact and make presentations to a wide variety of audiences.

9. Dimensions
- Direct reports: 0
- Approximate number of indirect reports: 0
- Approximate number of staff affected by the post holder: 42
- Financial: 0
- Approximate number of students/customers affected by the post holder: Potential students - 800 school pupils and their teachers. 50 postgraduate tutors.

10. Job Context and any other relevant information