**The Register of Support Providers at Queen’s University**

**Mathematics and Statistics Tutor**

**Role Purpose**

To provide one-to-one coaching in maths or statistics for students for whom this is a compulsory element but not the primary subject of their course.

**Main Duties**

* To explain mathematical and statistical terms.
* To tutor basic mathematical techniques.
* To work through examples with students.
* To provide confidential support to disabled students, on a one-to-one basis in a neutral public space.
* To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner.
* To adhere to the Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

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**Mathematics and Statistics Tutor**

**Person Specification**

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| **Educational and Professional Qualifications** | Essential | Degree in Mathematics or a degree in a relevant academic subject e.g., physics, engineering or psychology. |
| **Previous Experience / Training** | Essential | Teaching or tutoring experience in mathematics (or in the relevant subject). |
| Desirable | Experience of one-to-one tuition.  Experience of working with disabled people. |
| **Job Related Achievements** | Desirable | Awareness of needs of disabled people and in particular, students with specific learning difficulties. |
| **Inter-personal Skills** | Essential | Good written and verbal communication skills.  Awareness of confidentiality.  Good interpersonal skills. |
| **Special Factors** | Desirable | Flexibility over working hours. |