

Job Title: Graduate Teaching Assistant (0.2FTE) 6
Grade: £28,331 to £32,817 per annum pro rata
Department: XXX
Job Reference: XXX

Funding for this post is available for four years. Appointment to the post is subject to formal confirmation that you are registered, and continue to be registered for the duration of your post as a full-time student with the University of Leicester.

About Graduate Teaching Assistants

Graduate Teaching Assistantships allow you to fund your PhD study through part-time teaching work with the University. The Graduate Teaching Assistant is responsible to the Head of School and is expected to undertake teaching related duties as required within the Department, not normally exceeding the equivalent of six/seven contact hours per week during term time.

Main Duties and Accountabilities

You will undertake teaching, and other activities supporting the work of the School and in so doing will aid in developing and enhancing both its internal and external reputation:

- To be available for consultation by students and, where appropriate, by email and during appropriately specified office hours.
- To ensure that student feedback on teaching is sought, through questionnaires and other means, and to respond constructively to such feedback and to advice from peers.
- To undertake academic duties (e.g. providing feedback to undergraduate students on assessed work, to participate in the assessment of the field tests, to provide pastoral support of students) required to sustain the delivery of high quality teaching.
- To maintain broad knowledge of up-to-date teaching and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University.
- To pursue doctoral teaching of high quality in the relevant field.
- To disseminate the results of teaching and scholarship, e.g. through presentation in the teaching seminar series in the School.
- To contribute fully to the teaching culture of the School through attendance and participation in staff seminars, internal seminars and workshops, PhD seminars, and other means, as appropriate.



Contract Details

This contract of employment is contingent upon the recipient remaining registered as a full-time student on a postgraduate course of study at the University (including a PhD programme).

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

This is a part-time (0.2 FTE) appointment and you will be expected to work up to 7 hours per week.

Qualifications, Knowledge and Experience

Essential

- UK Bachelor degree with at least a good second class classification*
- Hold or expect to hold a Master's degree in a relevant subject by the PhD start date of 27th September 2021 or overseas equivalent qualifications.*
- Knowledge of relevant subject to an advanced level*
- Outstanding promise of teaching/research achievement*
- Teaching/Research interests in one or more of the research themes covered by School staff*
- Desirable to have Teaching/Research experience / delivery of field training *

Skills, Abilities and Competencies

Essential

- Proven competency in academic subject*
- High level of proficiency in English, sufficient to undertake teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students
- Evidence of good effective oral communication, presentation and training skills
- Ability to work independently as well as part of a team on teaching related activities
- A commitment to high quality teaching
- Proven competency in IT and familiarity with a computerised environment

****Criteria to be used in shortlisting candidates for interview***



Criminal Declaration and Disclosure and Barring Service (DBS).

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of an [enter level of disclosure].

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

Equality and Diversity

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and [Athena Swan](#) (for which we are currently Bronze award holders).

We are proud to be selected as one of only ten Universities internationally to be an impact champion for [HeForShe](#), a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the [Equalities](#) webpage.

Staff Benefits

- 24 days annual leave plus 6 closure days plus bank holidays
- Pension
- Discounted gym membership
- Childcare voucher schemes

