**Job Title:**  Graduate Teaching Assistant

Grade: 6

Department:

Hours/Contract: 0.1867 FTE Fixed Term Contract

Job Family: Teaching and Research

Reference:

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.

Role Purpose

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 Department 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.

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| **Main Duties and Responsibilities** |
| You will undertake teaching, and other activities supporting the work of the Department and in so doing will aid in developing and enhancing both its internal and external reputation:   * To be available for consultation by campus based 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 Department. * To contribute fully to the teaching culture of the Department through attendance and participation in staff seminars, internal seminars and workshops, PhD seminars, and other means, as appropriate. |
| **Qualifications, Knowledge and Experience** |
| **Essential**   * MA degree in relevant subject\* * Knowledge of subject to an advanced level\* * Outstanding promise of teaching/research achievement\* * Teaching/Research interests in one or more of the research themes covered by Department staff\*   **Desirable**   * 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 * 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   ***\*Criteria to be used in shortlisting candidates for interview*** |
| **Reason for Fixed Term Contract** |
| The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment. |
| **Criminal Declaration (DO NOT DELETE) and Disclosure and Barring Service (DBS). (DELETE IF NOT REQUIRED)** |
| 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. |
| **Supporting University Activities** |
| As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required. |
| **University Values** |
| **Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community |
| **Equality and Diversity** |
| We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion. |