

## Postgraduate Teaching Assistant

Job Ref: REQ171008

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Job Description

**Job Grade:** Specialist and Supporting Academic Grade 5

**Fixed Term for 5 years, or until completion of a PhD, whichever is sooner**

### Job Purpose

To provide support to the School's learning and teaching activity through assisting academic staff with the delivery of learning and teaching related duties.

To provide the opportunity to undertake a PhD in an area aligned to the School's research ambitions.

It should be noted that Postgraduate Teaching Assistants learning and teaching duties will be undertaken with the close supervision of one or more academic members of staff and will be in support of academic staff and the student experience. Duties will include assisting with marking, giving feedback, developing materials or pastoral care.

Postgraduate Teaching Assistants are expected to maintain standards of professional ethics appropriate for any member of academic staff.

### Job Duties

#### Teaching and Related Activities

1. To assist academic staff and students with learning and teaching and perform defined tasks under supervision, to not exceed 600 hours across the academic year. As a PTA you will be asked to undertake one or more of the following types of teaching activity under the supervision of, and in collaboration with, relevant academic members of staff,
  - Demonstrating/Seminars/Tutorials – to undertake laboratory demonstration and/or support teaching activities during seminar, tutorial and practical sessions
  - Supervision – Providing statistical support to undergraduates undertaking final year dissertations through drop-in and scheduled one-on-one statistics support sessions through the Statistical Advisory Service.
  - Tutoring – providing students with support for statistical questions arising in their modules through drop-in support at the Mathematics Learning Support Centre.
  - Workshops—assisting with and running statistical workshops that have already been developed for postgraduate students through the Graduate College.
2. To undertake the 'Essential Teaching Skills' training and to work towards Associate Fellowship of the Higher Education Academy

## **Research**

To register as a part-time PhD student of the University and to maintain satisfactory progress throughout the period of appointment. PhD progress will be assessed through the standard PhD progression arrangements of the University and the School.

## **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Upon successful completion of Associate Fellowship of the Higher Education Academy, the postholder may be eligible for promotion to the position of Postgraduate University Teacher, on grade 6 of the Specialist and Supporting Academic job family.

## **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Continuation of employment is condition on continued PhD registration and making appropriate progress. A number of special conditions and arrangements relating to the role are set out in here ([link to PGTAs document](#)).

## **Organisational Responsibility**

Reports to the Director of Service Teaching.

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria – will also have to have PhD offer

Area	Criteria	Stage
Qualifications	A relevant undergraduate qualification, with at least a 2.1	1
Experience	Some experience of planning, progressing and prioritising work	2/3
	Some experience of planning and undertaking a research project	2
Skills and abilities	In depth knowledge of the relevant academic area	2
	The ability to pursue a substantial independent research project over a sustained period (required for PhD registration)	2
	The ability to foster positive relationships with staff and students	3
	The ability to communicate clearly verbally and in writing	3
	The ability to think quickly and to respond to technical/theoretical questions about the relevant academic area	3
	The ability to actively listen, giving full attention to what other people are saying, taking time to understand the points being made and asking appropriate questions to aid understanding	3
	Strong IT skills (discipline specific information to be added here)	3
	The ability to develop a high level of skill in the prioritisation a complex workload	2/3
Training	A willingness to undertake all necessary training	3
Other	Commitment to equal opportunities; health and safety	3

### Desirable Criteria

Area	Criteria	Stage
Qualifications	A relevant MSc, or equivalent relevant work experience	1
Experience	Experience of teaching or facilitating others' learning	3

## Conditions of Service

The position is full time and fixed term for a period of 5 years, or until the completion of part time PhD, whichever is soonest. Salary will be on Grade 5, (£24,285 - £28,939 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-zfamily-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## **Informal Enquiries**

Informal enquiries should be made to Dr Eugenie Hunsicker, Director of Service Teaching by email at [E.Hunsicker@lboro.ac.uk](mailto:E.Hunsicker@lboro.ac.uk) or by telephone on 01509 222875.