

Job Summary

Job Title: Graduate Teaching Assistant (0.2FTE)

Grade: 5

Job Reference: SSC00-1153

Department: School of Management

Post Responsible To: Head of Department

Job Purpose:

Funding for this post is available for four years from October 2016. 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 Department and is expected to undertake teaching related duties as required within the Department, not normally exceeding the equivalent of seven contact hours per week.

Principal Accountabilities:

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 undertake Teaching duties (e.g. lecturing or running seminars) required to sustain the delivery of high quality teaching.
- 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 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
- 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.



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- To be available for consultation on campus and, where appropriate, by email and during appropriately specified office hours

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*

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***

Contract Information:

The appointment will be from October 2016

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).

Working hours:

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

Athena Swan:

We are proud holders of the Athena Swan Bronze Award which recognises and celebrates good practice for employment in science, engineering and technology (SET) in higher education and research. The award reflects our commitment to the advancement and promotion of diversity and equality. We are actively seeking Silver and Gold awards. <http://www.athenaswan.org.uk>

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Applications:

Please apply online by going to

<http://www2.le.ac.uk/research/degrees/how-to-apply/online>

In the Funding section of the form you should select "Studentship" this will then produce a dropdown menu where GTA or GRA can be selected. If you wish to be considered for both awards then confirm this with the administrator at t.bowdrey@le.ac.uk.

All applicants for the awards must submit (1) a completed postgraduate application form, (2) a 750 word statement (following the instructions in "Further Guidance"), (3) a CV, (4) a PhD research proposal of no more than 4000 words, (5) two references from academic institutions, (6) copies of your degree transcripts and certificates (undergraduate and masters only), and (7) proof of English language capabilities where required. It is essential that you read the document 'Further Guidance' when preparing your application.

Candidates short-listed for interview will be contacted by the University. If you do not receive a communication from the University within 4 weeks of the closing date, please assume that your application has been unsuccessful.