

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the post of:

Graduate Teaching Assistant (GTA) PhD Studentships

Fixed term contract for 36 months

Reporting to: Head of Department or other designated individual

Accountable to: Head of Department or other designative individual

Edge Hill University has a commitment to, and substantial track record in promoting, research that enhances the reputation of the University whilst underpinning the teaching curriculum and there are well developed processes to support postgraduate students. The University has ambitious plans to strategically develop its research profile and this post forms part of those plans. We would be keen to see the post-holders engage in research that compliments staff interests and, where appropriate, crosses the boundaries between subject areas.

The Post

Graduate Teaching Assistants hold a unique position in the University, being both registered students and carrying out teaching/teaching support duties.

Students will be expected to:

- Complete a programme of research training.
- Undertake tailored continuing researcher development.
- Complete a programme of training in teaching in Higher Education.
- Complete a PhD programme of research under the guidance of an appointed supervisory team.
- Undertake up to six hours teaching a week as directed by the Head of Department.
- Undertake up to nine hours per week to mark and prepare.
- Enhance the research culture of the department in which they are located, and of the University as a whole, by participating in development activities including publication and presenting at conferences.

The successful candidates will be allocated a mentor from the permanent teaching staff in respect of their teaching responsibilities, and a supervisory team of at least two suitably qualified members of Edge Hill University.

Duties and Responsibilities

The duties and responsibilities of this post are as follows. The postholder will be expected to carry out the following as and when required.

- a) Work with a designated Director of Studies and supervisory team to develop the research project into one suitable for registration for PhD at the University
- b) Undertake a supervised programme of research with the aim of completion by the end of the contract
- c) Support student learning including preparation and delivery of taught sessions (or external work-based placements, practicals, seminars and clinical practice as appropriate) as a member of a team within an established programme under the guidance of an allocated mentor (based on an average of 6 hours of teaching, and 9 hours marking, per week across the teaching year)
- d) Monitor student progress against agreed criteria and intervene appropriately to support student learning, including marking student work (using marking schemes prepared by a permanent member of the teaching staff)
- e) Perform administrative tasks directly related to the teaching role, including the maintenance of attendance lists and the submission of mark sheets by agreed deadline dates
- f) Seek opportunities to give conference papers, present posters and submit articles to recognised academic media, based on the programme of research
- g) Communicate effectively and using appropriate media to a range of internal and external groups including students, colleagues, supervisors and researchers.
- h) Contribute effectively to the maintenance and continued development of the teaching and research at Edge Hill University
- i) Use initiative to deal with day-to-day issues using professional judgement regarding particular situations and refer problems as appropriate
- j) Plan own day-to-day activity within a framework of agreed activity, coordinating own work with that of others to ensure effective achievement of targets
- k) Be aware of risks in the work environment and the influence upon others, always working within scopes of practice and adhering to the relevant ethical guidelines and codes of conduct
- l) Possess sufficient breadth and depth of knowledge to be able to contribute to the relevant programme(s) and engage in staff development to support the role
- m) To abide by the University Research Code of Practice and the University Framework for Research Ethics (available via the Research wiki)
- n) Carry out any other duties deemed commensurate with the post

In addition to the above duties all staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate training and development as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: £9,180 per annum plus benefits package

Hours: Full time studentship. GTAs will teach an average of 6 hours per week over at least 24 weeks of the academic year, or 144 hours in total over the full academic year

Eligibility:

- Candidates should have a good undergraduate honours degree level (2:1 or above) and/or a Masters level qualifications in a relevant subject area.
- Although it is possible for candidates to apply for the GTA scheme more than once candidates who have applied unsuccessfully on two or more occasions are unlikely to be shortlisted for interview.
- International candidates who require a visa to study in the UK will need to demonstrate that they meet the requirements for the relevant visa *and* possess appropriate English Language level demonstrated through an IELTS overall score of 7.0 with no element below 6.5 or [equivalent](#). Evidence of English Language level must be provided at application. Further guidance can be found [here](#).
- Applications are not normally accepted from candidates who already possess a PhD, unless there are compelling reasons for doing so. If a PhD has been obtained in the UK as a Tier 4 (General) Student Visa holder, further sponsorship cannot be offered under the Tier 4 (General) Student Visa category, as this will not meet the academic progression requirements set by the UKVI.

Selection Criteria:

Candidates should note that shortlisting and selection will be based on the following:

- Information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached
- The quality of the research proposal
- The synergy between your qualifications, research experience and declared research interest
- Your *curriculum vitae*
- Performance at interview
- Supervisory capacity in the declared area of research
- Previous tutoring/teaching experience and related subject based qualifications
- The strategic and developmental needs of the University

The Recruitment Process:

Shortlisted candidates will be invited to interview and asked to give a presentation related to their research proposal. Successful candidates at interview will be put forward to a final selection panel which will make the decision on the award of the studentships. Candidates will not have to attend the final panel.

- The closing date for all studentships is **Friday 24 January at 23:59.**
- Interviews will be held between **Monday 2 March** and **Monday 30 March 2019**
- The final selection panel will meet in the week beginning **Monday 30 March 2019**

PERSON SPECIFICATION

Graduate Teaching Assistant (GTA) PhD Studentships

Fixed term contract for 36 months

CRITERIA Applicants should be able to provide evidence of their ability to meet the following criteria. Criteria will be assessed at application (A), interview (I) or Presentation (P).

		Essential	Desirable	How this will be assessed (A/I/P)
Qualifications				
1.	A good honours degree in a relevant subject (2:1 or above)	*		A
2.	Higher qualifications relevant to the post, such as a postgraduate degree, professional qualification, or evidence of progress towards such qualifications		*	A
3.	The candidate meets the English Language requirements needed for doctoral study (link to requirements)	*		A
Communication Skills				
4.	Ability to communicate complex information effectively	*		A/I/P
Scholarly Activity and Research				
5.	Ability to design a viable doctoral project	*		A/P
6.	Knowledge and skills indicative of a potential to complete high quality doctoral level research	*		A/I/P
7.	Previous experience of research		*	A/I
Personal and Professional Development				
8.	Ability to reflect on own skills and knowledge, and to seek opportunities to develop		*	I
Teaching Potential				
9.	The potential to contribute to existing teaching at the University	*		I
10.	Awareness of techniques and methods suitable for teaching groups with a range of abilities		*	I
11.	Successful teaching experience or other evidence of the ability to be an effective teacher at this level		*	A/I