



Job Description and Person Specification

Summary

Job title:	Graduate Teaching Assistant
Grade and Salary:	A 'package' with a total value just over £28,000 per annum for UK based applicants and over £40,000 for international applicants per annum. See advert for details.
Contract Type:	Fixed Term for 36 months
Hours:	Full time studentship. GTAs will teach up to 6 hours per week over least 24 weeks of the academic year, or 144 hours in total over the full academic year.
Location:	Ormskirk



About the Role

Graduate Teaching Assistants hold a unique position in the University, being both registered postgraduate researchers (PGRs) undertaking a full-time PhD in the Graduate School and carrying out teaching/teaching support duties. PGRs with a GTA studentship will be expected to:

- Complete a programme of researcher development.
- 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 of marking and preparation.
- 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.

About Us

Edge Hill University is an ambitious institution, based on an attractive, award-winning 160-acre campus in Lancashire, close to Liverpool and Manchester. The University aspires to combine excellent research of reach and significance with a world-class student experience.

Edge Hill University was named Modern University of the Year in the Times and Sunday Times Good University Guide 2022 and shortlisted for the overall UK University of the Year award. With this award the University was called 'one of the shining stars of the modern university sector.' The award has come closely after Edge Hill was awarded University of the Year in the Educate North Awards 2020/21.

Edge Hill University appears in the Times Higher Global Rankings (801-1000) and has previously held the coveted UK University of the Year title, awarded by Times Higher Education in 2014/2015.



Other recent successes include a Global Teaching Excellence Spotlight Award (2018) from Advance HE in association with Times Higher Education, being ranked in the top 10 for teaching by the Times/Sunday Times Good University Guide 2017, top in the North West for student experience (Time Higher Education 2017), and top in the UK for student accommodation in the 2017 WhatUni Awards.

Edge Hill University has achieved both Athena Swan Bronze and the European Commission's 'HR Excellence in Research Award' (first awarded 2018 and reawarded 2021), which acknowledges alignment with the principles of the European Charter for Researchers and Code of Conduct for researcher recruitment. The process incorporates both the QAA Code of Practice for Research Degree Programmes and the Concordat to Support the Career Development of Researchers.

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.

1. 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.
2. Undertake a supervised programme of research with the aim of completion by the end of the contract.
3. Support student learning including preparation and delivery of taught sessions (or external work-based placements, practical's, 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 and preparation, per week across the teaching year)
4. 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)
5. 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.
6. Seek opportunities to give conference papers, present posters and submit articles to recognised academic media, based on the programme of research
7. Communicate effectively and using appropriate media to a range of internal and external groups including students, colleagues, supervisors and researchers
8. Contribute effectively to the maintenance and continued development of teaching and research at Edge Hill University
9. Use initiative to deal with day-to-day issues using professional judgement regarding particular situations and refer problems as appropriate
10. 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
11. 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

12. 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
13. To abide by the University Research Code of Practice and the University Framework for Research Ethics (available via the Research wiki)
14. Carry out any other duties deemed commensurate with the post

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.¹

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.

Candidates should only apply for one opportunity at one time. Applications submitted across multiple research areas will not be accepted.

You will be registered on your research degree as a full-time² postgraduate researcher. Due to teaching duties occurring alongside your studies, it is normally the case that successful candidates discontinue any other employment during their registration. You will be unable to undertake additional paid employment for Edge Hill University during your period as a Graduate Teaching Assistant.

International and EU 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 to be considered.** Further guidance can be found [here](#). Please be advised that letters of

¹ Please note that candidates with a master's level qualification, but not an undergraduate honours degree (2:1 or above) supersede the minimum entry requirement. Candidates in this case are eligible to apply.

² Full-time PhD PGRs are expected to dedicate 35 hours, per week, to their research. PhD PGRs, who are also GTAs, are required to undertake 6 hours teaching and 9 hours marking/preparing per week on top of this time dedicated to research.



recommendation, and requests to waive language entry requirements, will not be accepted.

Applications are not normally accepted from candidates who already possess a PhD in the same, or related, subject area, 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.

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

It is important to note that you may be required to undertake an enhanced disclosure from the Disclosure and Barring Service, either during pre-employment clearance for this role or following employment depending upon your Graduate Teaching Assistant duties in your subject area – as applicable this would form part of the conditions of offer of employment.

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

Please visit our website for more information on the [research opportunities](#) by subject for the Graduate Teaching Assistant (GTA) PhD Studentship

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
A good honours degree in a relevant subject (2:1 or above)	Essential	Application
Higher qualifications relevant to the post, such as a postgraduate degree, professional qualification, or evidence of progress towards such qualifications	Desirable	Application
The candidate meets the English Language requirements needed for doctoral study	Essential	Application

Communication Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to communicate complex information effectively	Essential	Application, Interview & Presentation

Scholarly Activity & Research

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to design a viable doctoral project	Essential	Application & Presentation
Knowledge and skills indicative of a potential to complete high quality doctoral level research	Essential	Application, Interview & Presentation
Previous experience of research	Desirable	Application & Interview

Personal & Professional Development

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to reflect on own skills and knowledge, and to seek opportunities to develop	Essential	Interview

Teaching Potential

Criteria	Essential or Desirable Criteria	Method of Assessment
The potential to contribute to existing teaching at the University	Essential	Interview
Awareness of techniques and methods suitable for teaching groups with a range of abilities	Desirable	Interview
Successful teaching experience or other evidence of the ability to be an effective teacher at this level	Desirable	Application, Interview



The Selection Process

The Graduate School at Edge Hill University is committed to Equity, Diversity and Inclusion, an aspect of which includes a dedicated Reasonable Adjustment Panel. If you require support due to any form of disability, please get in touch so that we can offer appropriate advice and signposting.

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. Due to the number of interviews taking place, we are only able to offer interviewees one interview opportunity.

Rearrangement requests will not be possible.

Key Contacts

Please think about the support you need and contact one of the areas directly.

- Research project and supervision questions: see the details under '[view research opportunities by subject](#)' to speak with the research degree contact responsible for your area of interest
- PhD registration and qualification questions: please contact graduateschooladmissions@edgehill.ac.uk.
- Application and employment questions: please contact srpshelpdesk@edgehill.ac.uk.

Please note that the University is closed from the evening of the 20th December 2024 until the morning of the 2nd January 2025. Staff will respond to you upon their return. It is highly advised that you speak with staff at the earliest opportunity to avoid encountering any delays due to the scheduled break.



Candidate Guidance and How to Apply

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

When you are ready to start the formal application process, please [visit our Current Vacancies website](#), search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and you can move backwards and forwards between individual form sections at any time prior to application submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced Disclosure and Barring Service check, as relevant, please see job advert) a start date will then be arranged with you.