

**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 Assistants  
EHGT100-0316**

**Institute for Creative Enterprise (ICE)  
Institute for Public Policy and Professional Practice (I4P)  
Postgraduate Medical Institute (PGMI)**

**Fixed term contract for 3 years**

**Reporting to:** Head of Area/Institute Director or other designated individual

**Accountable to:** Associate Dean, Research/Director of Research in the Faculty in which they are based.

Edge Hill University as a 'learning led' University has a commitment to and substantial track record in promoting research and knowledge transfer activity that enhances the reputation of the University whilst underpinning the teaching curriculum and there are well developed processes to support post-graduate students. The University has ambitious plans to strategically develop its research and knowledge transfer profile and this post forms part of those plans. The research and knowledge transfer interests of staff are multidisciplinary in nature and we would be keen to see the post-holder engage in research that compliments staff interests and crosses the boundaries between subject areas.

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

## **The Post**

This is a fixed term role, combining a responsibility to deliver and support teaching (accredited by the Head of Area) or working with the Institute to which the GTA is attached alongside University Departments or other external agencies (as agreed with their Head of Area and Research Institute Director) and deliver agreed research proposals in an area of the Faculty in which they are based.

There will be a requirement to register for and successfully complete a programme of postgraduate study leading to the award of a research degree (normally a PhD). The successful candidate will be allocated a mentor from the permanent teaching staff in

respect of their teaching responsibilities, and will be subject to the University's standard Probation and Performance Review procedures in addition to the requirement to complete PhD studies including vivas.

Selection of the successful candidate will be governed by their ability to satisfy the Person Specification in respect of both teaching and research skills and experience, the quality of the application and the capacity of the Faculty to supervise the proposed programme of investigation.

### **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) 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 per week across the teaching year)
- b) 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)
- c) 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
- d) Work with a designated Director of Studies and supervisory team to develop the research proposal into registration for MPhil/PhD at the University including the successful completion the University's PGCert in Pre-Doctoral Studies (this will be a condition of the probationary period)
- e) Undertake a supervised programme of research with the aim of completion by the conclusion of the 3 year programme, including the submission and successful defence of the thesis by the conclusion of the contract
- f) Attend conferences, seminars and other relevant external events related directly to the research programme and 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 and supervisors, researchers and clients
- h) Contribute effectively to the maintenance and continued development of the teaching and research at Edge Hill University
- i) Actively participate as a member of the team and contribute to decision making including attendance and contribution to relevant meetings and boards
- j) Use listening and interpersonal skills to deal with sensitive issues concerning students and where necessary refer students

- k) Use initiative to deal with day-to-day issues using professional judgement regarding particular situations and refer problems as appropriate
- l) 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
- m) 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
- n) 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
- o) To abide by the University Research Code of Practice and the University Framework for Research Ethics (available via the Research wiki)
- p) Carry out any other duties deemed appropriate by the line manager and 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:** £8,300 per annum plus benefits package

**Hours:** Up to 6 hours per week on a term time only basis per annum

**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
- Your *curriculum vitae*
- The synergy between your qualifications, research experience and declared research interest

- The quality of the research proposal
- 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 faculty

### **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 **Sunday 10 April 2016**
- Interviews will be held between **Tuesday 3 May and Wednesday 11 May 2016**

**PERSON SPECIFICATION**

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**CRITERIA Applicants should be able to provide evidence of their ability to meet the following criteria.**

		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>			
1.	A good relevant honours degree in a relevant subject (e.g. 2-1 or above)	*	
2.	Higher qualifications relevant to the post, such as a Postgraduate degree, professional qualification, or evidence of progress towards such qualifications		*
<b>Experience and Knowledge</b>			
3.	Successful teaching experience or other evidence that suggests potential to develop as an effective teacher	*	
4.	Relevant research skills as evidenced through qualifications, prior teaching experience or research	*	
5.	Relevant subject knowledge as evidenced through qualifications, prior teaching experience or research	*	
6.	Member or eligible for membership of professional body	*	
<b>Teaching, Learning and Assessment</b>			
7.	An effective communications style and interpersonal skills	*	
8.	Ability to develop and use effective, flexible and innovative approaches to teaching, learning and assessment		*

		Essential	Desirable
9.	Ability to use Information and Communication Technology (ICT) to support teaching and learning	*	
10.	Ability to contribute to the assurance of academic quality and standards		*
11.	Ability to support the diverse academic and personal needs of individual students	*	
<b>Scholarly Activity and Research</b>			
12.	Ability to engage in innovation, knowledge construction and knowledge dissemination	*	
13.	Ability to engage in academic and professional networking through active membership of associations, societies and professional bodies	*	
14.	Commitment to engage in advanced research and knowledge transfer	*	
<b>Management and Administration</b>			
15.	Ability to work effectively as a team member	*	
16.	Ability to support the general development of the department, the Faculty, the Research Institute and the University	*	
<b>Personal and Professional Development</b>			
17.	Ability to reflect on own skills and knowledge, and to seek opportunities to develop	*	