Job Title: Graduate Teaching Assistant (0.2FTE)

Grade: 5

Department: Informatics

Job Reference: SEN00817

Funding for this post is available for four years. 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 six/seven contact hours per week during term time.

|  |
| --- |
| **Principal Responsibilities** |
| 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 be available for consultation by campus based and, where appropriate, by email and during appropriately specified office hours.
* 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.
* 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 pursue doctoral teaching of high quality in the relevant field.
* 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.
 |
| **Contract Details** |
| 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).This is a part-time (0.2 FTE) appointment and you will be expected to work up to 7 hours per week. |
| **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 / delivery of field training \*
 |
| **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
* 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.

***\*Criteria to be used in shortlisting candidates for interview*** |

**Equality and Diversity**

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality.  These include the Stonewall Workplace Equality Index, the Race Equality Charter and [Athena Swan](http://www.athenaswan.org.uk/) (for which we are currently Bronze award holders).

We are proud to be selected as one of only ten Universities internationally to be an impact champion for [HeForShe](http://www.heforshe.org/en), a global solidarity movement for gender equality.  We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the [Equalities](http://www2.le.ac.uk/offices/equalities-unit/equalities-unit-hp?searchterm=equalities) webpage.

**Staff Benefits**

* 24 days annual leave plus 6 closure days plus bank holidays
* Pension
* Discounted gym membership
* Childcare voucher schemes