

Job Description

Job Title: Graduate Teaching Assistant

Staff Category: Fractional Teacher

Grade: Grade 6

Accountable to: Head of Department or named delegate (e.g. Course Convenor)

Job Summary:

Under the supervision and guidance of a mentor (normally the course convenor or other experienced member of staff nominated by the Head of Department), the Graduate Teaching Assistant will provide high quality teaching and learning support on degree and non-degree courses, including assessment of students.

A. Core Activities

1.	Under the guidance of their mentor, to teach tutorials, seminars, small groups and other forms of classroom teaching. This may include giving an occasional straightforward lecture (no more than 3 per academic year, normally in the area of own expertise) under the support and direction of the course convenor. The number of contact teaching hours should be agreed in the light of other responsibilities, and to a maximum of 8 hours per week.
2.	To discuss, with the academic member of staff responsible for the course, the broad content of the teaching to be undertaken, the methodologies to be used, and the purpose of that teaching.
3.	To prepare sufficiently for teaching by familiarising themselves with the material to be taught in the unit and undertaking any necessary scholarship to be able to facilitate their classroom teaching. Preparation time should be proportionate and should not exceed contracted preparation and multiplied hours.
4.	Under the guidance of their mentor, to develop and deliver teaching materials within the agreed teaching programme.
5.	To regularly meet and communicate with their mentor and to seek guidance/support from their mentor where needed.

6.	To mark coursework and examinations on the contracted course(s) according to the approved rubric/regulations. To undertake alternative marking duties as required by the convenor.
7.	To provide advice (e.g. on academic concepts, assignments, etc.) to students related to the contracted course(s), within designating fixed periods of time (e.g. office hours).
8.	To refer students requiring pastoral care or wider academic support to the appropriate member of the department/SOAS.
9.	To engage in professional development in support of teaching (e.g. completing the Preparing to Teach course, as a minimum).
10.	To undertake student administrative tasks related to the course, including answering emails, as required by the Department.
11.	To keep course records and monitor student attendance and absence as determined by the Faculty Office.

B. Other activities

1.	Attending course lectures (where requested by the Head of Department) in order to become familiar with course content.
2.	As occasionally required, to provide feedback to be used in references for students and potential employers.
3.	To collaborate with colleagues and departmental staff, particularly the Course Convenor(s) of the contracted course(s).
4.	To review the outcome of their own teaching and the development of their learning skills, and contribute feedback to the planning of teaching activities. This will include reviewing their teaching practices in the light of feedback from their mentor and others.
5.	To attend (usually internal and occasionally external) meetings, seminars and teaching forums if required.
6.	To undertake any other reasonable teaching-related or administrative duties as may be required by the Course Convenor, Head of Department and/or Dean of College, as are commensurate with the grade of the post.

Time spent completing these duties should not exceed contracted hours (e.g. multiplied hours, and plain time hours including any plain time awarded for additional office hours).

Competency and Evidence

Teaching and Learning Support

With assistance and support, to deliver high quality teaching and assessment, within the agreed teaching programme, to students registered to the contracted course(s).

Set and mark work and examinations, assess student progress, and provide feedback.

Adapt teaching delivery to meet students' requirements and to identify ways of improving standards.

Provide subject specific advice to students related to the contracted course(s).

Research and Scholarship

Reflect on practice and the development of own teaching and learning skills.

Communication*Oral:*

Deliver high quality teaching to students registered to the contracted course(s).

Participate in discussions and meetings within the department.

Respond to verbal and written routine queries from students registered to the

contracted course(s).

Written:

Participate in the development of high quality course teaching materials.

Provide written feedback to assessed work.

Liaison and Networking

Frequent liaison with departmental colleagues (particularly including the Course Convenor(s) and Head of Department) on a wide range of issues.

Frequent liaison with college administrative staff on a wide range of procedural issues.

Pass relevant information onto students promptly & clearly as required.

Managing People

Agree responsibilities (with mentor/Course Convenor, and/or Head of Department as appropriate).

With guidance and support, to manage own teaching and administrative activities.

Teamwork and Team Development

Participate in department meetings and discussions if required.

Actively participate as a member of the teaching team for the contracted course(s). To undergo teaching observation and receive feedback from mentor (or nominee).

Pastoral Care and Welfare

To show consideration to others, particularly individual students

To refer student queries concerning non-subject matters (e.g. pastoral care issues, complex academic matters etc.) to Course Convenors, Personal Tutors and Student Welfare staff as appropriate.

Initiative, Problem Solving and Decision Making

Use initiative and creativity to respond to day-to-day course-related problems which may affect the delivery of own teaching (within the agreed rubric/regulations) and to seek advice from mentor where required.

Contribute to decisions affecting the work of the teaching team / department.

Planning and Managing Resources

Plan and manage own teaching, tutorials and resources (as agreed with Mentor, Course Convenor, or Head of Department).

Coordinate own work with that of others to avoid conflict or duplication of effort.

Plan own teaching activities and contribute ideas to the planning of the teaching programme for the contracted course(s) under the supervision of the mentor.

Sensory and Physical Demands

Use a range of equipment to assist with teaching delivery and carrying out tasks that require the learning of certain skills.

Balance with help the competing pressures of teaching scholarship, administrative demands, deadlines and PhD studies.

Work Environment

Be aware of common hazards and risks within the teaching environment, and eliminate them to safeguard self and students.

Expertise

Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in and knowledge of teaching methods and techniques

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post.

The duties set out at section A (A1 – A11) are “core duties”, and are fundamental to your contract of employment. A failure to carry out these core duties will be regarded as a fundamental breach on your part of the contract of employment, which could lead to summary dismissal or implementation of the disciplinary procedure, as appropriate.

Person Specification

Job Title: Graduate Teaching Assistant

Essential Skills, Knowledge, Experience:

1. Possess sufficient breadth and/or depth of specialist knowledge in discipline(s) related to the contracted course(s).
2. Ability teach undergraduate students from diverse backgrounds and experience to a high academic standard with assistance and support.
3. Demonstrable administrative and organisational skills (e.g. through own studies, previous work experience, etc).
4. Sound time management skills; the ability to plan and to meet deadlines.
5. Well developed oral, written and interpersonal communication skills.
This includes -
 - The ability to write hand-outs, effective learning support materials and effective and supportive written feedback to students
 - The ability to clearly communicate ideas, concepts and information to students (e.g. during teaching etc).
 - The ability to give effective oral feedback to students, show sensitivity and consideration to students' needs (e.g. during office hours, etc)

Essential Qualifications:

6. Evidence of significant progress towards completing a PhD at SOAS and educated to MSc/MA level or equivalent qualifications.
7. Successful completion of the Preparing to Teach course.
8. Knowledge of (INSERT SPECIALISM)
9. Knowledge of (INSERT SPECIALISM)

Essential Personal Qualities:

10. Ability to use initiative and creativity to resolve problems, identifying practical and suitable solutions.

11. The ability to provide advice relating to the contracted course(s) as required, referring to others (Course Convenors, Personal Tutors and Student Welfare staff) when extra help is needed.
12. Ability to establish and maintain good working relationships with students and staff.
13. The ability to work in close partnership with fellow teachers, including on a one-on-one basis and in small groups, and to provide effective support and mentoring as necessary.
14. The ability to manage, with guidance, own teaching activities and to participate fully as a team member.
15. Commitment to providing quality teaching.
16. Flexibility and responsiveness, particularly to the changing education environment.