

Graduate Teaching Assistant

Job Description (Generic)

Job Title: Graduate Teaching Assistant
Grade: 6
Reporting To: Head of Subject / Head of Administration

JOB PURPOSE

To effectively and efficiently undertake a range of duties associated with the teaching of full time and part time students and associated administration as requested by the Head of Subject/Head of School Administration and to contribute to the achievement of the School's strategic objectives.

MAIN DUTIES & RESPONSIBILITIES

1. To deliver a range of teaching and assessment activities, including tutorials, seminars and lectures in some instances.
2. To contribute to the development of appropriate teaching materials to ensure content and methods of delivery meet learning objectives.
3. To participate in the assessment process, using a variety of methods and techniques and provide effective, timely and appropriate feedback to students to support their learning.
4. To participate in the supervision of practical work, advising on skills, methods and techniques to assist the transfer of knowledge.
5. To contribute to the ongoing development and design of the curriculum, in a manner that supports a research led and scholarly approach to student learning.
6. To engage in professional development as appropriate and regularly update subject related knowledge base.
7. To undertake limited administrative duties as requested by the Head of Subject or Head of School.
8. To be familiar with subject-based pedagogy.
9. To engage in professional development to remain current and ensure application of recent advances in knowledge to teaching.

KNOWLEDGE, QUALIFICATIONS, SKILLS & EXPERIENCE

Knowledge/Qualifications

Essential

A1 Good first degree in subject or related area.

Desirable

B1 Current University of Glasgow doctoral student.

B2 PhD or relevant professional experience and/or professional teaching qualification.

Skills

Essential

- C1 Excellent communication skills, both orally and written.
- C2 Excellent interpersonal skills and presentation skills.
- C3 Time management skills.
- C4 Ability to work independently and as part of a team.
- C5 Ability to work with little supervision.
- C6 Self-motivation.
- C7 Ability to accept collegiate responsibilities and act accordingly.

Experience

Desirable

- F1 Teaching experience at undergraduate level.
- F2 Course administration experience.
- F3 Research experience in related subject.

JOB FEATURES

Dimensions

- a) Deliver teaching for undergraduate and/or postgraduate course(s) as appropriate.
- b) Develop and maintain involvement in teaching plans with respect to teaching developments on an ongoing basis throughout year.

Planning & Organising

- a) Effective organisation skills to manage time and prioritise as appropriate teaching and administrative duties.
- b) Reactive - daily queries from subject staff/ students.
- c) Plan and organise administrative duties on an ongoing basis.

Decision Making

- a) Take decisions as appropriate in accordance with assessment processes and tutorial content.
- b) Prioritise own work

Internal/External Relationships

Internal

- a) Head of Subject/School for exchanging information and learning and teaching strategy.
- b) Staff/ students to advise and motivate.
- c) UG students for teaching and learning support.
- d) Academic support/ administrative services for appropriate advice and for exchanging information.
- e) Student support services, to exchange information, refer/ support students.

External

- f) Interaction with academic colleagues in other Universities to exchange ideas and information about teaching practices.

Problem Solving

- a) Act as first point of contact for problems/enquiries from students in Subject.
- b) Solve teaching problems e.g. delivery of materials to mixed-ability groups
- c) Assist students with *pastoral* issues.