

# GRADUATE TEACHING ASSISTANT - LAS4107

## Overview

The University engages a rich and diverse range of individuals and groups to undertake and support teaching. A key and distinctive group who deliver teaching in conjunction with their postgraduate research (PGR) studies are Graduate Teaching Assistants and Graduate Teaching Associates (GTAs).

As a GTA you will have a dual role at the University; as a PGR student and as an employee, and will be part of a diverse group of individuals who support learning and teaching in conjunction with your postgraduate studies.

You will support academic staff in the delivery of high quality teaching, learning and student assessment, under direct academic supervision, in a range of learning environments and to support the quality of the student learning experience.

KEY INFORMATION	Description
<b>Faculty/department</b>	School of Languages, Arts and Societies
<b>Website</b>	<a href="https://staff.sheffield.ac.uk/hr/policies/gtc">https://staff.sheffield.ac.uk/hr/policies/gtc</a>
<b>Salary information</b>	£32,080 (pro rata) - £18.96 per hour
<b>Grade</b>	6.1
<b>Contract type</b>	Part-time - 65 hours across Semester 2 Fixed-term from 9 February 2026 – 13 June 2026



**38 paid days  
leave per annum  
(pro rata)**



**Commitment to  
your development  
and wellbeing**



**Wide range of  
retail discounts**



**Generous pension  
scheme**

## Main duties and responsibilities

The list of main duties and responsibilities is not exhaustive and you may not be expected to carry out all of the activities listed, nor is there a guarantee that you will be given the opportunity to do all of the activities listed below.

- Assist in the delivery of classes/tutorials/labs led by academic staff
- Deliver predetermined teaching-related activities, set and supervised by academic staff, to small groups e.g. seminars, tutorials, and other small group work to develop student skills
- Act as a technical demonstrator at practical laboratory classes, if applicable (e.g. carry out demonstrations, run samples and experiments)
- Provide support to students on the preparation of assignments, projects, presentations e.g. running drop-in sessions
- Provide support during field trips led by academic staff
- Assist in the marking of assessed work e.g. providing written and oral feedback under the supervision of academic staff
- Carry out administrative duties such as attending appropriate meetings

## Further information

<b>Line manager</b>	Senior Lecturer in Chinese Studies
<b>Direct reports</b>	N/A

For informal enquiries about this job contact

Yu Chen, Senior Lecturer in Chinese Studies: on [yu.chen@sheffield.ac.uk](mailto:yu.chen@sheffield.ac.uk)

## Person specification

Our diverse community of staff and students recognises the unique abilities, backgrounds, and beliefs of all. We foster a culture where everyone feels they belong and is respected. Even if your past experience doesn't match perfectly with this role's criteria, your contribution is valuable, and we encourage you to apply. Please ensure that you reference the application criteria in the application statement when you apply.

Criteria	Essential/ Desirable	Assessment Stage
		E.g Interview / Application / Test
Currently studying towards a PhD in a relevant subject area	<b>E</b>	Application
A first degree in a relevant subject area (or have equivalent experience)	<b>E</b>	Application
Effective interpersonal skills, both written and verbal, to support and liaise with staff and students	<b>E</b>	Application/Int erview
Ability to provide advice to students on study skills and assist with any learning problems	<b>E</b>	Application/Int erview
Ability and willingness to engage in relevant School and University training	<b>E</b>	Application/Int erview
Keep abreast of current literature in subject areas being taught	<b>E</b>	Application/Int erview
Experience of adapting own skills to new circumstances	<b>E</b>	Application/Int erview
Ability to work as part of a team	<b>E</b>	Application/Int erview

### **Next steps in the recruitment process**

It is anticipated that the selection process will take place in January 2026. This will consist of an interview.

We plan to let candidates know if they have progressed to the selection stage on the week commencing 19<sup>th</sup> January.

Contact Emily Needle ([e.needle@sheffield.ac.uk](mailto:e.needle@sheffield.ac.uk)) if you require any reasonable adjustments.

### **Our vision and strategic plan**

We are the University of Sheffield. This is our vision: [sheffield.ac.uk/vision](https://sheffield.ac.uk/vision).

### **What we offer**

- A wide range of discounts and rewards on shopping, eating out and travel.
- A variety of staff networks, providing opportunities for social interaction, peer support and personal development (for example, Race Equality, LGBT+, Women's and Parent's networks).
- Recognition Awards to reward staff who go above and beyond in their role.

More details can be found on our benefits page: [sheffield.ac.uk/jobs/benefits](https://sheffield.ac.uk/jobs/benefits).

We are a Disability Confident Employer. If you have a disability and meet the essential criteria you will be invited to interview