

Graduate Teaching Associate

Faculty of XXX,

Department of XXX



**Overview**

The overall quality of teaching and the student learning experience at the University of Sheffield depends upon the skills and expertise of all those involved in the delivery and support of teaching. The promotion of professional standards amongst those individuals who are involved with student learning is therefore key to the University’s commitment to a first class student experience.

You will take on a dual role at the University; as a student and as an employee and will be part of a diverse group of individuals who support teaching by preparing and delivering in a supervisory role whole or parts of the curriculum, mainly as part of a tutorial programme or as a Laboratory Teacher. The role also includes contributing to the assessment of the students, supervising student projects and carrying out specific administrative duties e.g. marking and or verifying.

You will work alongside academic staff in the delivery of quality teaching and student assessment, in a range of learning environments and to support the quality of the student learning experience.

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

**Person Specification**

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

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|  | **Criteria** | **Essential** | **Desirable** |
| 1. | A first degree in a relevant subject area (or have equivalent experience). | X |  |
| 2. | Currently studying towards a PhD in a relevant subject area (or have equivalent experience). | X |  |
| 3. | A good understanding of the HE sector. |  | X |
| 4. | Demonstrate the potential to enhance the students’ learning experience. | X |  |
| 5. | Effective interpersonal skills, both written and verbal, to support and liaise with staff and students. | X |  |
| 6. | Ability to adapt style to work effectively with both large and small groups. | X |  |
| 7. | Ability to explain complex ideas to a variety of audiences. | X |  |
| 8. | Ability to provide advice to students on study skills and assist with any learning problems. | X |  |
| 9. | Ability to motivate high performance in others. | X |  |
| 10. | Ability and willingness to engage in relevant departmental training and introductory pastoral support training. | X |  |
| 11. | Experience of adapting own skills to new circumstances. | X |  |
| 12. | Keep abreast of current literature in subject areas being taught. | X |  |
| 13. | Ability to self-reflect on teaching design and delivery and act on feedback for future improvements. | X |  |
| 14. | Excellent organisational skills. | X |  |
| 15. | Ability to work as part of a team. | X |  |
| 16. | Willingness and ability to collaborate with colleagues in teaching and administration | X |  |

**Job Description**

**Main Duties and Responsibilities**

* Deliver teaching courses. Includes preparing teaching material, communicating subject matter and encouraging critical discourse to develop rational thinking; observing and reacting to student interventions; responding to questions outside class times from time to time, and contributing to contingencies in course delivery.
* Liaise with senior colleagues regarding contributions to module development, planning of teaching and monitoring student progress.
* Keep abreast of current literature in the subject areas being taught.
* Contribute to the design of practical laboratory classes and act as a technical demonstrator at such practical laboratory classes to develop student skills, if applicable (e.g. carry out demonstrations, run samples and experiments and interpret results for teaching, provide detailed skills and instruction).
* Assist in the organisation and running of examination/assessment activity, in liaison with senior colleagues.
* Carry out assessment for courses, including marking and providing written/oral feedback and collating and providing final assessments of students.
* Depending on area of work, be responsible for conducting risk assessments and ensuring that health and safety precautions are adhered to.
* Supervise undergraduate and possibly Masters project students.
* Assist senior colleagues where appropriate during field trips.
* Carry out course evaluation, including facilitating student feedback; reflecting on own teaching design and delivery and implementing ideas for improving own performance.
* Carry out administrative duties such as monitoring student attendance, attending appropriate meetings and report writing as required from time to time.
* Provide day to day support and guidance to Graduate Teaching Assistants.
* Any other duties, commensurate with the grade of the post.

**Reward Package**

**Terms and conditions of employment:** Will be those for Grade 7 staff.

**Salary for this grade:** Grade 7.1

**This post is fixed-term.**

**This post is part-time:**

Hours of work are restricted to the smaller of, 180 hours per annum, or the number of hours stipulated by the relevant Funding Council. This figure is inclusive of teaching, preparation time and marking.

If you join the University you will have access to a Total Reward Package that includes a competitive salary, a generous Pension Scheme and annual leave entitlement, as well as access to a range of learning and development courses to support your personal and professional development. You will have access to your own personalised portal where you can also access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example financial wellbeing, travel options, shopping and cinema discounts.

To find out more visit [www.sheffield.ac.uk/hr/thedeal](http://www.sheffield.ac.uk/hr/thedeal)

We are committed to making the University a remarkable place to work and we support this through a number of sector leading services such as Juice.

Our innovative Health and Wellbeing service, Juice, encourages and supports staff to maintain their own positive health and wellbeing through a broad range of inclusive services and activities.

To find out more visit [www.sheffield.ac.uk/juice](http://www.sheffield.ac.uk/juice)

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University.

To find out more visit [www.sheffield.ac.uk/hr/sld/impact](http://www.sheffield.ac.uk/hr/sld/sheffieldleader)



Inclusion at Sheffield is everyone's responsibility. Our vision is to build a University community that actively attracts, engages and develops talented individuals from many different backgrounds.

We are proud of our award-winning equality, diversity and inclusion action, and 90% of staff tell us they are treated with fairness and respect (staff survey 2018). We continue working to create a fully inclusive environment where everyone can flourish.

To find out more visit [www.sheffield.ac.uk/inclusion](http://www.sheffield.ac.uk/inclusion)

We are the only university to feature in the Sunday Times 100 Best Not-for-Profit organisations to work for 2018. In our staff survey (2018) 92% of staff said they were proud to work for the University and 83% of our staff would recommend the University as an excellent place to work. To find out more about what it’s like to work here visit [remarkable.group.shef.ac.uk](http://remarkable.group.shef.ac.uk/)

**Selection – Next Steps**

**Informal enquiries**

For informal enquiries about this job and the recruiting department, contact: NAME on [name@sheffield.ac.uk](mailto:name@sheffield.ac.uk) or on 0114 222 xxxx.

For administration queries and details on the application process, contact the lead recruiter: NAME on [name@sheffield.ac.uk](mailto:name@sheffield.ac.uk) or on 0114 222 xxxx.

For all online application system queries and support, visit: [www.sheffield.ac.uk/jobs/applying](http://www.sheffield.ac.uk/jobs/applying)

**Creating a remarkable place to work**

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

We are consistently ranked in the top 100 of the world’s universities, but there’s so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University of Sheffield a remarkable place to work.

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