GRADUATE TEACHING ASSISTANT
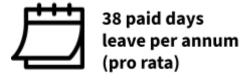
Overview

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
Faculty/department	Psychology
Website	https://staff.sheffield.ac.uk/hr/policies/gtc
Salary information	£30,487 (pro rata) - £16.71 per hour
Grade	6.1
Contract type	Part-time - Fixed-term

38 paid days leave per annum (pro rata)

Commitment to your development and wellbeing

disability confident EMPLOYER

Athena SWAN Silver Award

ARMED FORCES COVENANT

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.

- Deliver predetermined activities to support teaching staff by supporting delivery of hands-on coding lab classes to develop students' coding skills, under supervision or in liaison with senior colleagues.
- Attend weekly meetings with senior colleagues regarding planning of teaching and monitoring student progress.
- Keep abreast with lecture content on modules being taught.
- Be aware of specific student needs and dynamically adjust the support as appropriate to meet these needs.
- Ability to act as a technical demonstrator providing practical laboratory classes to develop student skills, if applicable (e.g carry out demonstrations, write R code, support students in interpreting R error messages, help students with code debugging, provide detailed skills and instruction).
- Facilitate individual and group problem solving
- Carry out related marking under supervision of senior colleagues.
- Provide guidance on the preparation of assignments.
- Any other duties, commensurate with the grade of the post.

Further information

Line manager	School of Psychology GTA Coordinator
Direct reports	Module Organiser

For informal enquiries about this job, contact:

Dr Sabrina Burr, Module Organiser: s.burr@sheffield.ac.uk

For administration queries and details about the application process:

psy-hr.recruitment@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
Currently studying towards a PhD in a relevant subject area	E	Application
An undergraduate degree in a relevant subject area (or have equivalent experience)	E	Application
Effective interpersonal skills, both written and verbal, to support and liaise with staff and students	E	Application/ Interview
Ability to provide advice to students on study skills and assist with any learning problems, specifically with coding in R	E	Application/ Interview
Availability during the semester to deliver weekly teaching sessions	E	Application/ Interview
Ability and willingness to engage in relevant School and University training	E	Application/ Interview
Keep abreast of current literature and lecture content in subject areas being taught	E	Application/ Interview
An understanding of fundamental coding principles (control structures, coding conventions, writing of functions) and sound first-hand experience with coding in R, especially using RStudio and the tidyverse package family (data wrangling and preparing data sets for analysis)	E	Application/ Interview
Ability to work as part of a team	E	Application/ Interview
Familiarity with interdisciplinary research	D	Application/ Interview
Previous research experience outside or alongside PhD study	D	Application/ Interview
Experience of workshop style teaching and/or experience of communication skills training	D	Application/ Interview

Next steps in the recruitment process

Applications will close at 9am on Monday 1st September 2025, with emails sent to all applicants shortly after (1-2 days) to either invite them to interview or confirm the application as unsuccessful. Interviews are anticipated to take place during the week commencing 8th September 2025. Interviews will be online (via GoogleMeet) and last approximately 15 minutes. We plan to let interview candidates know if they have been successful or not in the same week.

Successful candidates will be required to attend a compulsory induction meeting on the afternoon of 22nd September, ahead of the first week of teaching commencing on 29th September 2025.

Contact Dr Tomás McDowell (t.mcdowell@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.

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.

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