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. |
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| **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 |

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# **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.

* Act as a methodological expert in systematic reviews and to support their student team to complete their review.
* Deliver predetermined activities to teaching by undertaking delivery of workshops to develop student skills, in liaison with senior colleagues.
* Attend weekly meetings with senior colleagues regarding planning of teaching and monitoring student progress.
* Keep abreast with content on modules being taught.
* Be aware of specific student needs within your tutorials groups, and dynamically adjust the delivery of tutorials as appropriate to meet these needs.
* 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 |
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| **Direct reports** | Module Organiser |

For informal enquiries about this job, contact:

Prof Ian Kellar, Module Organiser for PSY6232: [i.kellar:@sheffield.ac.uk](http://sheffield.ac.uk)

or

Dr Tomás McDowell, School of Psychology GTA coordinator: [t.mcdowell@sheffield.ac.uk](mailto:t.mcdowell@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 | **E** | Application/  Interview |
| Ability and willingness to engage in relevant School and University training | **E** | Application/  Interview |
| Availability to attend workshops and deliver weekly teaching sessions between November 18th 2024 - December 20th 2024 and February 10th 2025 - 21st March 2025. | **E** | Application/  Interview |
| Keep abreast with content on modules being taught | **E** | Application/  Interview |
| To have previously undertaken a systematic review and have competency in common methodologies used during systematic reviews | **E** | Application/  Interview |
| Ability to work as part of a team | **E** | Application/  Interview |
| A familiarity with the PRISMA reporting guidelines for systematic reviews | **D** | Application/  Interview |
| A keenness to learn new skills around automation in systematic reviews, specifically use of Large Reasoning Models, Chain of Thought Prompting and Retrieval Augmented Generation. | **D** | Application/  Interview |
| A good understanding of the Higher Education sector | **D** | Application/  Interview |
| Ability to motivate high performance in others | **D** | Application/  Interview |

**Next steps in the recruitment process**

Applications will close on 31st October 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 on the 3rd November 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 Monday 18th November October 2024, before starting teaching on the module later that week.

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.](http://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](http://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