



Job Title: Teaching Assistant

Grade: 6

Salary: £32,296 to £36,924 per annum, pro-rata if part-time

Department: Computing and Mathematical Sciences

Hours/Contract: Full-time or job share, permanent

Reference: 11071

Role Purpose

To undertake teaching, marking and supervision in line with the School's education strategy. Your main role will be to support the delivery of modules on our campus-based suite of programmes in a manner commensurate with our commitment to providing an outstanding student experience. You will also work closely with our student body and with academic colleagues to support the continued success of the School's teaching programmes.

Main Duties and Responsibilities

Contribution to Teaching

- To provide seminars, lectures, workshops, tutorials and dissertation guidance in support of the required teaching obligations on undergraduate and postgraduate programmes.
- To develop materials to support the above events.
- To undertake marking and moderation of essays, exam papers and other pieces of assessed coursework required to sustain the delivery of high quality teaching in line with the University's assessment and feedback regulations.
- To maintain a broad knowledge of up-to-date research and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University.
- To assist an experienced member of staff as module leader (but not be a sole module leader).

Supervision and Support

- To provide academic support through face-to-face and online teaching.
- To provide feedback on student performance and pastoral support of students.
- To monitor the progress of students, including contacting those who do not attend classes or submit assignments, where applicable.
- To support in small group problem classes for all of the core modules

Administration and Personal Development

- To attend relevant meetings within the School, and wider University, where required.
- To undertake such specific roles and administrative functions as may be reasonably required by the Head of School.
- To engage in continuous professional development, for example through participation in relevant staff development programmes.





Internal and External Relationships

- Coordination with central University offices, as required.
- Liaison with University of Leicester students, as required
- Delivery of presentations at conferences and meetings, as appropriate.

Planning and Organising

Planning and organising of teaching, assessment and feedback activities, as required.

Qualifications, Knowledge and Experience

Essential

- A Masters qualification (or equivalent experience) in a discipline-related field*
- A good knowledge of a range of core discipline-related topics*.

Desirable

- A PhD (or equivalent experience) in a discipline-related field (or close to completion)
- Experience of teaching undergraduate and postgraduate students.
- An Advanced Teaching Qualification or commitment to gain the appropriate category of HEA Fellowship.
- Experience of undertaking administrative roles within a university setting.

Skills, Abilities and Competencies

Essential

- Good effective communication and presentation skills (written and oral)*.
- Ability to offer quality teaching and learning support to students in small- and medium-sized group settings and on a one-to-one basis
- Proven ability to deliver work at required standards in a timely manner.
- Good interpersonal skills.
- Effective planning and organising of own work activities/tasks.
- Ability to work as part of a team and to demonstrate flexibility

Desirable

- Experience of using Virtual Learning Platforms (e.g. BlackBoard).

****Criteria to be used in shortlisting candidates for interview***





Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

