

## Job Description

**Job Title:** Graduate Teaching Assistant (0.187 FTE)  
**Grade:** 6, SP 24  
**Salary:** £28,331 per annum, pro-rata  
**Contract:** Four year, fixed-term contract

### Role Purpose:

About Graduate Teaching Assistants

Graduate Teaching Assistantships allow you to fund your PhD study through part-time teaching work with the University. The Graduate Teaching Assistant is responsible to the Head of School, and is expected to undertake teaching-related duties as required within the School, not normally exceeding the equivalent of ten contact hours per week, during term time.

Funding for this post is available for four years. Appointment to the post is subject to formal confirmation that you are registered, and continue to be registered, for the duration of your post, as a full-time student with the University of Leicester.

### Principal Responsibilities

- To give seminars, tutorial and classes as appropriate in support of the required teaching obligations.
- To mark, assess and supervise students work.
- To support students via the School's (and College's) existing teaching and administrative systems.
- To be available for consultation on campus and, where appropriate, by email, and during appropriately specified office hours.
- To contribute to the system of academic student support with the School and College.
- To undertake other academic duties required to sustain the delivery of high-quality teaching.
- To support and comply with the University and School teaching quality assurance standards and procedures, including the provisions of such information as may be required by the School or University.
- To contribute to the teaching culture of the School, attend and participate in staff seminars, internal seminars and workshops, and other means, as appropriate.

### Qualifications, Knowledge and Experience

#### Essential

- Knowledge of subject to an advanced level.

- Outstanding promise of teaching/research achievement.
- Teaching/research interests in one or more of the research themes covered by School staff.\*

#### **Desirable**

- Masters degree in a relevant subject.
- Teaching/research experience/delivery of field training.

### **Skills, Abilities and Competencies**

#### **Essential**

- Proven competency in a relevant academic subject.
- High level of proficiency in English, sufficient to undertake teaching and administrative activities utilising English Language materials, and to communicate effectively with staff and students.
- Evidence of good, effective oral communication, presentation and training skills.
- Ability to work independently, as well as part of a team on teaching-related activities.
- A commitment to high-quality teaching.
- Proven competency in IT, and familiarity with a computerised environment.

### **Working Hours**

You will be contracted to work 364 hours in a twelve-month period.

This equates to a nominal **seven hours per week**, which will be scheduled by the department to reflect the operational requirements.

Your total working weekly hours must be within the Senate Regulations (see <http://www2.le.ac.uk/offices/sas2/regulations/senate-regulations>).

**Students on an international Tier 4 Visa must adhere to their legal obligations as a visa holder.**

#### **Equality and Diversity:**

The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives, which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and [Athena Swan](#) (for which we are currently Bronze award holders). We are proud to be selected as one of only ten Universities internationally to be an impact champion for [HeForShe](#), a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more, please visit the [Equalities](#) web pages.