Job Description

Job Title: Graduate Teaching Assistant (0.2 FTE)  
Grade: 5  
Salary: £21,220 per annum, pro-rata  
Department: Mathematics  
Contract: Four year, fixed-term contract  
Job Reference: SEN00854  
Value of award: The successful applicant will receive an annual stipend and salary package currently worth £14,553 in 2017 and a full UK/EU tuition fee waiver

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 Department, and is expected to undertake teaching-related duties as required within the Department, not normally exceeding the equivalent of seven 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

- You will undertake teaching, research and other activities supporting the work of the Department and, in so doing, will aid in developing and enhancing both its internal and external reputation.
- To be available for consultation by campus based and, where appropriate, by email, and during appropriately specified office hours.
- To ensure that student feedback on teaching is sought, through questionnaires and other means, and to respond constructively to such feedback, and to advice from peers.
Division of Human Resources

To undertake academic duties (e.g. providing feedback to undergraduate students on assessed work, participating in the assessment of field tests, providing pastoral support to students) required to sustain the delivery of high-quality teaching.

To maintain broad knowledge of up-to-date teaching, research and scholarship in relevant fields, to ensure that teaching meets the standards expected within a research-led University.

To pursue doctoral research of high quality in the relevant field.

To disseminate the results of research and scholarship, e.g. through presentation in the teaching seminar series in the Department.

To contribute fully to the teaching and research culture of the Department through attendance and participation in staff seminars, internal seminars and workshops, PhD seminars, and other means, as appropriate.

To support the teaching activities specifically corresponding to teaching programmes (MatLab, VBA), statistics (including R programming), or databases (SAS, SQL).

Qualifications, Knowledge and Experience

Essential

- Masters degree in a relevant subject*.
- 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 Department staff.*

Desirable

- 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 and research.
• Proven competency in IT, and familiarity with a computerised environment.
• Ability to teach undergraduate students in computer labs, tutorials and other classes with particular focus on programming (MatLab and VBA), statistics (R programming), or databases (SAS, SQL)*
• Potential to initiate, develop and deliver high quality research in mathematics, likely to lead to the award of a PhD under the supervision of an academic supervisor*

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.