

### GTA job pack for History

Department:	HISTORY
Contact for enquiries:	Karen Shields (Karen@essex.ac.uk)
Number of engagements that are expected to be offered:	10
Indication of subject areas (list of modules/opportunities may be attached):	<p>The Department will be appointing a number of Graduate Teaching Assistants for the academic year 2019-20 to assist with teaching on various modules which may include HR100-4-FY <i>The Making of the Modern World since 1750</i>, HR101-4-AU <i>Becoming a Historian</i>, HR102-4-SP <i>Multicultural Britain: a History</i>, HR103-4-AU <i>Hidden Histories: class, gender and the rise of British democracy</i>, HR104-4-SP <i>Resisting Empire</i>, HR106-4-AU <i>People and Power: A History of Democracy in Modern Europe</i>, HR111-4-FY <i>Europe Transformed: 1450-1750</i>, HR162-4-SP <i>The Great American Experiment</i>, HR394-6-AU <i>The United States and the Vietnam War</i>, HR510 <i>History Works: Career Portfolio</i></p>
Responsibilities	<ul style="list-style-type: none"><li>• Preparing and teaching seminars to undergraduate students, providing them with a thorough knowledge of the subject and enabling them to meet the learning outcomes.</li><li>• Attending the lectures relating to the module(s) taught</li><li>• Attending a seminar taken by the Module Director</li><li>• Holding office hours related to the module(s) taught and undertaking student liaison (e.g. responding to emails)</li><li>• Marking coursework assignments and providing feedback to student to support their learning</li><li>• Maintaining contact with the module supervisor</li><li>• Undertaking related administrative duties, including monitoring attendance</li><li>• Attending training courses and workshops</li></ul>

	<ul style="list-style-type: none"> <li>• Attending briefing meetings as part of the induction process</li> <li>• Any other duties as may from time to time be assigned by the Head of Department or their nominee</li> </ul>
Background knowledge required (may apply to only some posts or all)*:	<ul style="list-style-type: none"> <li>• A first degree or a Master's degree, or other appropriate qualification in History</li> <li>• At least one year of doctoral research experience (or similar)</li> <li>• Good knowledge of the requirements of the subject area of the module taught.</li> <li>• A willingness to undertake a programme of training relevant to the requirements of this post</li> <li>• Ability to communicate academic and teaching material clearly and effectively to both academic staff and a wide range of students</li> <li>• Effective organisation skills to manage time and prioritise different duties</li> <li>• Able to present work in a well-structured and coherent manner</li> <li>• Ability to work independently and as part of a team</li> </ul>
Skills*:	<ul style="list-style-type: none"> <li>• Some experience in delivery of academic content to small groups using oral presentation</li> <li>• Previous experience of teaching or evidence of other activity requiring similar skills</li> <li>• Assessing students' work and providing feedback</li> </ul>
Courses where subject specific knowledge not required:	N/A
Range of hours offered (per week)	6-7 hours per week.
General information about the Department:	You can find more information about the department at the following <a href="http://www.essex.ac.uk/departments/history">http://www.essex.ac.uk/departments/history</a>
Training and support:	University Induction and compulsory training, including Equality and Diversity, Department

	Induction, Staff Handbook, Cadenza, Bi-annual GTA feedback and networking sessions, meetings with Module Directors as required, observation of one seminar by Module Director, teaching observation by Module Director, marking guidance and moderation.
How to apply:	Applications should be made in writing, including a covering letter, an up-to-date curriculum vitae and a short statement from your Supervisor confirming that, if successful, this employment would not interfere with the requirement that postgraduate research students are expected to submit within four years. The application and associated documentation should be sent to the Department Manager to arrive not later than: Friday 26 April 2019.
Contact for enquiries:	Karen Shields, Department Manager karen@essex.ac.uk
Closing date/Initial applications to be received by:	Friday 26 April 2019

Further information about GTA contract and pay can be found in the [Guidance on the employment of Graduate Teachers](#).

\* If possible and if consistent across all opportunities, a person specification should be attached.