

Department of Literature, Film and Theatre Studies

GRADUATE TEACHING ASSISTANTS

JOB DESCRIPTION

<b>Job Title and Grade:</b>	Graduate Teaching Assistant (GTA) Grade 7
<b>Contract:</b>	<p>Fixed term employment contract until the postholder completes or withdraws from postgraduate studies or enters further completion or an extension to completion period.</p> <p>Although an overarching contract will be in place for the duration of postgraduate studies, GTAs will need to apply for individual posts and will have no entitlement to future engagements beyond their initial post. The reason the contract is fixed term is that these posts provide an opportunity for postgraduate research students to develop teaching skills and to achieve professional recognition.</p> <p>This job description will form part of and will activate the employment contract.</p>
<b>Duration of this post:</b>	Depending on module/s taught.
<b>Hours:</b>	<p>Total number of hours per week are determined by the number of classes/tutorials/seminars undertaken by each GTA. Hours are likely to vary from week to week but depending on the module and duration of the engagement, the range of hours offered is between and 64 and 128 hours over the course of the appointment, depending on the module and length of engagement. Relevant adjustments will be made to any repeat classes taught, and successful applicants will be provided with a clear breakdown of hours per module taught prior to accepting the post.</p> <p>Any restrictions on hours set out in the University's <a href="#">Principal Regulations for Research Degrees</a>, RCUK training grant or any other scholarship will apply. Tier 4 student visa holders will have restrictions on the number of hours they are permitted to work each week. You are required to inform your home department if you are undertaking other work in the University; HR is also required to do so. Research supervisors will also need to agree that the student can apply for GTA roles and agree the number of hours.</p>
<b>Salary:</b>	Grade 7, SCP 27 (currently £16.20 per hour). GTAs who have achieved AFHEA accreditation before the start of the module will be paid at SCP 28 (currently £16.68 per hour).
<b>Department/Section:</b>	Department of Literature, Film, and Theatre Studies
<b>Responsible to:</b>	Head of Department
<b>Reports on a day to day basis to:</b>	Module Supervisor and/or GTA Coordinator

## Purpose of the job

The Graduate Teaching Assistant (GTA) post will contribute to the Department's teaching programme by providing teaching and tuition to help students meet their learning outcomes.

This post provides a development opportunity for postgraduate students to develop their teaching skills in preparation for more senior teaching posts in future and to achieve professional recognition. GTAs assist academic staff at the University by performing teaching or teaching related duties normally using existing teaching materials.

Graduate Teaching Assistants will receive close supervision and direction from the Module Supervisor, including regular feedback, pastoral support and guidance. The Module Supervisor will give full background on the module and clear direction on the content to be taught and the preparation necessary, and will undertake assessment of teaching. If marking is to be undertaken, it should be in line with the University's [Marking Policy](#) and under the guidance of the Module Supervisor.

The post holder will be required to teach undergraduate students, undertake marking of coursework assignments and relevant administrative work, and attend any lectures as required.

It is an expectation that the post holder is available for **all** contracted classes/seminars/ academic support hours and lectures (as required) for the duration of their contract.

## Duties of the Post

The main duties of the post will be:

- Preparing and teaching classes/tutorials/seminars to students, providing them with a thorough knowledge of the subject and enabling them to meet the learning outcomes
- Holding academic support hours related to the courses taught and undertaking student liaison (e.g. responding to emails)
- Attending briefing meetings as part of the induction process, particularly for new GTAs
- Attending any lectures associated with the module as required
- Marking coursework assignments, including use of FASER and providing thorough feedback.
- Undertaking related administrative duties, including monitoring attendance

## Person Specification

### Qualifications / Training / Experience / Skills / Abilities

	Essential	Desirable
▪ A Master's degree, or other appropriate qualification in a relevant subject area and at least one year of doctoral research experience (or similar)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good knowledge of the subject area being taught and the ability to deliver excellence in education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to communicate academic content and deliver teaching materials clearly and effectively to a wide range of students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Effective organisational skills to manage time and to prioritise different duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to show flexibility and adaptability in teaching style and a willingness to undertake any relevant training	<input checked="" type="checkbox"/>	<input type="checkbox"/>

▪ Previous experience of teaching or evidence of other activity requiring similar skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Professional recognition e.g. FHEA or a teaching qualification	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### **Other**

▪ Ability to meet the requirements of UK 'right to work' legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A reliable team member, with a flexible approach to work and 'can-do' attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>

GTAs must engage in professional development activity related to teaching, learning and assessment responsibilities. All GTAs are expected to achieve Associate Fellowship of the HEA (CADENZA) at the first possible opportunity and by the end of their first year of teaching (or they will not be able to continue teaching as a GTA). The following training should be undertaken:

- Attendance at the two day induction event (September and/or January) (12 hours)
- Equality & Diversity online training (1 hour)
- Complete the CADENZA application (6 hours).
- Departmental training events (e.g. induction, marking) (2 hours).

There will be an induction meeting with the Department's GTA Coordinator and an opportunity to undertake a marking exercise in the Autumn term and a feedback meeting with staff from the Department in the Spring term.

It is an expectation that GTAs are available for all contracted classes/tutorials/seminars and in attendance at any lectures as required for the duration of their contract.

Graduate teaching assistants are also expected to play a wider citizenship role in the Department. This will include activities including involvement in module development and review, and being represented at Departmental meetings.

*Duties may be changed from time to time to meet changing circumstances.*

### **Terms of Appointment**

The appointment will be made at the University rates for Graduate Teaching Assistants, depending on hours agreed, at Grade 7 SCP 27 (currently a base rate of £16.20 per hour) or at Grade 7 SCP 28 (currently a base rate of £16.68 per hour) for those who hold CADENZA.

Short-listed candidates will be interviewed by the Head of Department, GTA Coordinator and module supervisor. Candidates invited to interview will be provided with feedback on their interview performance and suitability for the role of Graduate Teaching Assistant on request.

Applications should be made in writing, enclosing an up-to-date curriculum vitae and a covering letter with a brief statement of your interest in any particular areas of teaching as applicable.

Please note that the relevant PhD Supervisor will be contacted for confirmation that, if successful, this employment would not interfere with the requirement that postgraduate research students are expected to submit their thesis within three years.

**The application should be addressed to the Head of Department and sent to:**

**Rachele Winn ([rachele@essex.ac.uk](mailto:rachele@essex.ac.uk)) , Deputy Department Manager, by 5.00pm on Tuesday, 28 May 2019.**

**Interviews will be held on Wednesday, 5 June 2019**

