

JOB DESCRIPTION

Job Title and Grade:	Graduate Teaching Assistant Grade 7
Contract:	<p>Fixed-term employment contract until the post holder 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>
Duration of this post:	From 5 October 2017 to 26 June 2018.
Hours:	<p>Total number of hours per week to be confirmed with successful candidates on allocation of modules.</p> <p>Any restrictions on hours set out in the University's Principal Regulations for Research Degrees, 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>
Salary:	Grade 7, SP 27. GTAs who have achieved AFHEA accreditation before the start of the module will be paid at SP 28
Department/Section:	Department of Psychosocial and Psychoanalytic Studies* <i>*Anticipated Departmental Name from 1 August 2017</i>
Responsible to:	Dr Matt fytche, Head of Department
Reports on a day to day basis to:	Dr Kevin Lu, GTA Co-Ordinator and Module Supervisor

Background

[The Department of Psychosocial and Psychoanalytic Studies](#) is seeking to appoint Graduate Teaching Assistants (GTAs) to join members of staff of the Centre in teaching undergraduate modules that will be offered as options to students from a variety of departments within the University, and as part of our [BA Psychoanalytic Studies](#) degree at the Colchester Campus and our [BA Therapeutic Care](#) degree at the Southend Campus.

Purpose of the job

GTAs support academic staff at the University by performing teaching or teaching related duties in line with business need and affordability. This post also 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.

Teaching should normally be undergraduate class teaching/seminars or demonstrating, using existing teaching materials. Lecturing duties, and any delivery of teaching at Masters level, would not usually be undertaken by GTAs/GLAs/GDs and must be associated with a student's research interest, and require prior approval from the Deputy Dean (Education) of the relevant Faculty in which the teaching will be conducted. Lecturing duties should be as directed by and under the supervision of the module supervisor. Marking should be undertaken in line with the [Marking Policy](#) and with permission from the Deputy Dean (Education), on the basis of a case made by the Head of Department.

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.

Duties of the Post:

The main duties of the post will be:

	Yes	No	Additional information (may include more detail about what is expected. It is not necessary to detail the hours but it may be helpful in some areas e.g. teaching hours)
Teaching classes to students, providing them with a thorough knowledge of the subject and enabling them to meet the learning outcomes.	YES ¹		
Preparation time – lesson planning, reading around the subject etc.	YES		
Attending the lecture associated with the class.	YES		
Holding Academic Support Hours related to the courses taught and undertaking student liaison (e.g. responding to emails).	YES		
Additional time to Academic Support Hours to provide feedback to students to support their learning.	YES		
Undertaking related administrative duties, including monitoring attendance.	YES		
Exceptional duties			
Marking exam papers, including use of FASER. ²	YES		Where applicable.
Marking coursework assignments, including use of FASER. ³	YES		

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

¹ A GTA role at grade 7 must always include teaching.

² In line with the [Marking Policy](#). A graduate student should be employed to mark examinations only when the individual has taught the whole or a significant part of the module. Permission must be sought in advance from the relevant Dean, on the basis of a case made by the Head of Department.

³ As above, and it is also possible that new guidelines will be introduced on coursework marking.

the first possible opportunity and by the end of their first year of teaching (or they will not normally be able to continue teaching as a GTA). GTAs will be paid for all mandatory training. The following training should be undertaken:

- Attendance at the two day induction event (September and/or January) (12 hours)
- Equality & Diversity and other mandatory online training (3 hours)
- Complete the CADENZA application (6 hours).

In addition, there will be the following Departmental induction and training. *A General Induction with the Director of Graduate Studies, Dr. Kevin Lu. Date to be confirmed.*

Graduate teaching assistants are also expected to play a wider citizenship role in the Department. This will include activities including where appropriate 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:

For a full description of the terms and conditions for this post please visit:

<https://www.essex.ac.uk/hr/policies/docs/terms-gta-gla-fixed.pdf>

Person specification

	Essential	Desirable
Knowledge / qualifications	An undergraduate degree in a relevant subject area	Masters degree in a relevant subject area]
	Studying for a PhD in a relevant area but not in further completion.	Professional recognition e.g. AFHEA or a teaching qualification.
	Good knowledge of the subject area being taught.	
	Willing to undertake training to the requirements of the post.	
Skills	Able to communicate academic and teaching material clearly to both academic staff and a wide range of students.	
	Effective organisation skills to manage time and prioritise different duties.	
	Able to present work on a well-structured and coherent manner.	
	Ability to work independently and as part of a team.	
Experience		Some experience in delivery of academic content to small groups using oral presentation.
		Previous experience of teaching.
		Assessing students' work and providing feedback/