| 1. **Job Details**
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| **Job Title:** | Teaching Associate |
| **School/Dept/Institute:** |  |
| **Reports to:** | Programme / Module Organiser |
| **Grade:** | 4 | **Full Time/Part Time** *(delete as appropriate)* |
| **Appointment period:** | Indefinite / xx months/years *(delete as appropriate)* |
| **Current Location:** | Mile End /Charterhouse Square /Whitechapel / Other *(delete as appropriate)* |

| **Job Context** |
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| *Briefly describe the setting of the post within the School/Dept/Institute. Please see guidance notes for additional instructions and working examples of job contexts for a variety of roles at QMUL.* |
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| **Job Purpose** |
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| To contribute to the delivery of high-quality teaching by supplementing to an existing module through running seminars, workshops or other types of classes for students and assessing their work. |

| **Main Duties & Responsibilities** |
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| 1. Prepare and run classes/seminars/tutorials or sessions of a practical, interactive nature as a follow-up from lectures, with clear guidelines on delivery from the *School* / *Department / Centre.*
2. Transfer knowledge to students in the form of practical skills, methods and techniques. This may include encouraging students to engage in critical discourse and rational thinking.
3. Carry out student assessment including continuous in-module assessment, exam assessment & collation of marks, and assessment of lab-based/practical work where applicable.
4. Provide constructive feedback to students, providing advice on study skills and assistance with learning problems.
5. Attend School / *Department / Centre* meetings as required.
6. Attend, as appropriate, courses and seminars offered by the QMUL in connection with professional development in teaching and research, including relevant induction courses.
7. Reflect on practice and development of own teaching and learning skills in order to improve performance and utilise feedback from module evaluation questionnaires.
8. Comply with relevant QMUL policies and regulations regarding financial matters, harassment, equal opportunities, public interest disclosure, health and safety, intellectual property, data protection or any other rules, regulations or codes binding on the member of staff.
9. Participate in appraisal and career development activities related to the role, as appropriate. A commitment to continuing professional development is required.
10. Complete administrative tasks such as attendance lists, administering module evaluation questionnaires, monitoring student attendance in classes, and using the VLE as agreed.
11. Manage own teaching, scholarly and administrative actions (including the delivery of seminars/workshops) as specified by the module organiser.
12. Develop initiative, creativity and judgement in applying appropriate approaches to teaching and learning support and scholarly activities within boundaries provided by the module organiser.
13. Assess students according to the guidelines provided and provide this as an input into decision making on academic content and the assessment of students work.
14. *(Delete as appropriate)* Work in a laboratory or in the field to carry out research and teaching duties, this may involve exposure to hazardous biological or chemical agents within health and safety regulations.
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**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.**

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.**

**This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.**

| Requirements | Essential / Desirable |
| --- | --- |
| **Qualifications** |
| Undergraduate degree *and/or* relevant professional qualification *and/or* equivalent professional experience |  E |
| Qualified, or working towards postgraduate degree *and/or* relevant professional qualification *and/or* equivalent professional experience |  E |
|  |  |
| **Knowledge, Skills and Experience** |
| Knowledge of subject at undergraduate level | E |
| Experience of undergraduate teaching appropriate to the level of appointment  | D |
| Ability to work independently and to show initiative | E |
| Ability to prioritise and balance competing demands | E |
| Ability to present specialist material in a logical, coherent and interesting manner, both to students and to fellow specialists | E |
| Good basic IT skills | E |
| Understand equal opportunities issues as they may impact on academic content and student need | E |
| Awareness of the risks in the work environment and the potential impact on colleagues and students | E |
| Ability to communicate effectively | E |
| Flexible and co-operative approach to colleagues | E |
| A demonstrable ability to cope under pressure of teaching and administrative demands and deadlines. | E |
| *(Delete or specify as applicable)* Ability to meet specific physical requirements where work is based in a laboratory or other non-office space and / or requires the use of specialist equipment or hazardous substances. Adjustments to this criterion may be possible if required by the post-holder under the Equality Act 2010. | E |

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**