

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: UAL Graduate Teaching Assistant	Salary: Hourly paid
Grade: 3 (maximum of 6 hours teaching per week)	Location: King's Cross
Accountable to: Course Leader, Stage or Subject Leader	College/Service: CSM

Purpose of Role:

To deliver learning and teaching and related support to students on designated course(s) under the direct supervision of relevant senior academic staff. To contribute up to date knowledge and skills and to undertake informal, formative assessment in a specialist subject area.

To enhance community building and a sense of belonging within the studios.

Duties and Responsibilities

- To contribute to teaching in the context of the prevailing curriculum and learning and teaching methodology, working as part of the course team.
- To undertake sole delivery of small group teaching (e.g. Seminars), and to contribute to preparation and joint delivery (with senior academic staff) of lectures as appropriate.
- To prepare for the above by using materials based on personal research.
- To assist more experienced academic and technical staff in the maintenance of proper conduct in Studios and Workshops.
- To undertake related academic administration (eg attendance registers)
- To undertake appropriate staff development (e.g. TLE teaching course) to support these responsibilities.
- To undertake Health & Safety duties and responsibilities appropriate to the role, contributing to a culture which recognises, promotes and educates students in safe working practices.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- To undertake continuous personal and professional development, and engage with the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships:

- Course Leader /line manager/colleagues on the Course team
- Students

Specific Management Responsibilities

Budgets: n/a

Staff: n/a

Other (e.g. accommodation; equipment): n/a

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Shortlisting will be based on evidence (with appropriate examples where necessary) you provide in your personal statement to demonstrate clearly how you meet the following criteria.

Person Specification	
Specialist Knowledge/ Qualifications	<p>BA (or equivalent) degree (2021 or later) or the equivalent (MA desirable).</p> <p>Interest in developing an inquiring, innovative and reflexive approach to teaching and subject positioning.</p> <p>Shows commitment to equality, diversity and inclusivity in all aspects of teaching.</p> <p>Commits to own development through effective use of the University's appraisal scheme and staff development process.</p> <p>Willingness to undertake UAL's accredited teaching course run by TLE.</p>
Relevant Experience	<p>Has relevant experience in own area of work and is able to work independently.</p> <p>Shows commitment to understanding the range of students' experiences within a course.</p> <p>Ability to maintain accurate and up to date knowledge of subject area and support and impart knowledge to students as necessary.</p> <p>Ability to contribute to the adaptation of course material to meet needs and helps to identify ways of improving standards.</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>
Research, Teaching and Learning	<p>Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.</p>

Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Provides a positive and responsive student or customer service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.

Last updated: May 2021