

**University of
Northampton**

Graduate Teaching Assistant

Job Description



Graduate Teaching Assistant

Responsible to: Subject Leader - Engineering

Accountable to: Dean of Faculty of Arts, Science and Technology

Overall Purpose

Responsible for assisting in and contributing to teaching and related activities in support of our MEng/MSc/BEng/BSc Engineering provision.

You should be a highly motivated individual, able to contribute teaching on these programmes. A willingness and ability to teach and support on a range of Engineering “core” modules (to be negotiated) would be expected. These include electrical/electronic principles, mechanical principles, engineering mathematics, materials science, design using CAD and simulation, manufacturing and business. You must have a relevant UK degree in Engineering.

Prepare and deliver teaching sessions according to curriculum specifications and to undertake all the stages of assessment associated with the taught hours. Participate in quality assurance and development activities related to the taught curriculum.

Principal Duties and Responsibilities

- Plan and deliver teaching and learning for students using appropriate media, including the use of IT Undertake necessary assessment activities.
- Engage in critical reflection on practice as a basis for improving performance.
- Contribute to innovation in learning, teaching, assessment and curriculum development with the aim of meeting the needs of learners
- Provide support and guidance to students.
- Translate professional experience into the academic context as appropriate.
- Engage in staff development activities relating to teaching, learning and assessment Provide learning and teaching support through contributing to Open Days and/or student inductions.
- Where appropriate, supervise/co-supervise student research projects and act as personal tutor.
- Work effectively with colleagues at all levels and contribute to the achievement of team objectives.
- Develop collaborative relationships across teams and between Faculties Maintain dialogue with managers in the performance of posts of responsibility.
- Develop networks of useful contacts both within and outside the University of Northampton.
- Work with the course / module leader to teach the specialist paramedic modules and contribute to teaching of other relevant subjects if required.

- Seek ways to improve efficiency and quality and motivate and encourage others to contribute to achievement of organisational goals.
- Contribute to business enhancement and maintenance of customer-focus.
- Contribute, where appropriate, to social innovation agenda of University.
- Integrate research into teaching and learning.
- Where appropriate identify opportunities for income generation and entrepreneurialism through research, consultancy or professional practice.
- Contribute to the development and achievement of quality standards and criteria
- Take part in initiatives to improve quality of educational provision and access to higher education.
- Fulfil associated teaching support activities, including module administration, marking, as required.
- Engage in the academic and scholarship activities of the Division internally across the Faculty of Arts, Science and Technology and The University of Northampton.

Generic Duties and Responsibilities

- Maintain and develop academic, research and teaching skills.
- Develop in personal research and scholarship.
- Undertake any other academic and/or professional activities as may be reasonably required by the Dean of Faculty of Arts, Science and Technology.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Subject Leader - Engineering.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Please see Key below

Criteria		Essential / Desirable	Assessment Methods
Qualifications			
1	Recent Engineering graduate (attaining a classification of 1 or 2:1)	E	A
2	An MSc in an appropriate area of study.	D	A
3	Relevant professional qualification.	D	A
4	Commitment to achieving Professional Recognition as HEA Fellow (D2) or teaching qualification recognised by HESA within 2 years of appointment.	D	I
5	Commitment to successfully enrol and study for a PhD (part-time) within 1 years of appointment (possibly MSc/MEng).	E	I
Skills, Knowledge and Experience			
6	Media Literacy – Critically read and produce academic and professional communications creatively in a range of media.	E	A/I
7	Communication and collaboration – Participate in digital networks for learning and research.	E	A/I
8	Career and identity management – Manage digital reputation and online identity.	E	A/I
9	ICT Literate – Adopt adapt and use digital devices, applications and services.	E	A/I/P
10	Digital scholarship – Participate in emerging academic, professional and research practices that depend on digital systems.	E	A/I/P
11	Experience of using Virtual Learning Environments.	D	A/P
12	Experience of teaching or training students in HE.	D	A/P
Personal Qualities			
13	Ability to adapt to organisational change.	E	I
14	Ability to adapt to technological advances in teaching.	E	I
15	Ability to engage and motivate students.	E	A/P
16	An understanding of and commitment to equal opportunities.	E	A
		(E) Essential (D) Desirable	(A) Application (I) Interview (T) Test (P) Presentation

Terms and Conditions of Employment

Job Title: Graduate Teaching Assistant

Duration: Fixed Term: 3 years

Hours: Part Time: 0.5 FTE

Salary: Grade 6: £26,495 - £32,548 per annum, pro rata

Work Base: Avenue Campus or any of The University of Northampton premises as required

Pension: Eligible to join the Teachers' Pension

Holidays: Pro rata 35 days per annum plus Bank Holidays and Closed days.

Notice period: 2 months

Probationary period: 12 months

Additional Points to Note

Applicants are required to provide two referees who can give an opinion on academic and/or professional work experience.

Successful applicants are required to provide any stated/required qualifications and evidence of any memberships to professional bodies.

Applicants must provide evidence of their right to work in the UK in accordance with the Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006.

The starting salary for all new appointments and internal promotions will normally be at the minimum point of the grade

Should you be shortlisted to attend an interview the University will not reimburse you for any expenses incurred.