

Job Description

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| Job title: | General Teaching Assistant |
| Department/School: | Department of PoLIS |
| Grade: | 6 |
| Location: | Claverton Down |

Background and context

The Politics & International Relations Division within the Department of PoLIS has an international reputation for teaching and research that develops theory, policy and analysis in relation to politics and international relations. We conduct research and teach courses to further our understanding of a range of Politics and International Relations-related issues nationally and internationally.

We offer three undergraduate programme (Politics & IR, Politics w. Economics, and International Politics & Modern Languages) as well as a range of postgraduate taught programmes. We also have thriving postgraduate research programmes (PhD). Students and graduates of these programmes constitute a lively worldwide graduate network.

In order to maintain our reputation for teaching excellence and to further enhance the academic and employability skills of our students this post is intended to make a contribution to teaching capacity. You will be paid for all required training sessions and regular office hours.

Job purpose:

To assist within a teaching team and work within an established teaching programme under general supervision within the Department of PoLIS. Specific units are PL12002 Politics: Key Concepts and Analysis, PL12003 Introduction to International Relations, PL12004 Essential Study Skills in Politics and PL12005 Global Britain? The UK's place in the world. The key aim of this role is to enhance the student experience by providing additional support and guidance.

To manage and deliver own teaching activities and prioritise their own workload within agreed objectives, to ensure that all activities are completed to deadlines. To assess student progress and provide feedback to students, and, where appropriate (and requested), to mark assignments with appropriate supervision. To act as invigilator in multiple choice questions (MCQs) exam situations.

To build on previous experience and use critical evaluation of professional practice to develop your skills and knowledge. To communicate effectively with the teaching & learning team and show good team working.

Whilst it is expected that teaching will be informed by research/professional expertise, there is no research component to this role.

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| Reports to: | PGwT Support Officer (Department of PoLIS) |
| Staff management responsibility: | None |
| Career and Professional Development Activities | To engage in personal scholarship, continuous professional development, and other relevant forms of external engagement, as appropriate. To attend Department of PoLIS professional development and mentoring activities led by the PGwT Support Officer, as well as those provided by the University of Bath Centre for Learning and Teaching (CLT) as appropriate. |
| Special Conditions | |
| To be flexible and adaptable e.g. shift at short notice between in person teaching and online remote teaching if required. | |
| Main duties and responsibilities: | |
| 1 | Prepare and deliver teaching activities including in person teaching (or online) seminars within a clear and established programme. Includes preparing teaching materials, communicating subject matter clearly, and encouraging discussion, peer interaction and critical thinking. |
| 2 | Monitor student progress, provide guidance and feedback and for students, and where requested, mark assignments with appropriate supervision. |
| 3 | Plan own day-to-day activity within the framework of the agreed teaching programme, contribute to the planning of teaching programmes and co-ordinate own work with that of others to avoid conflict or duplication of effort. |
| 4 | Reflect on practice and the development of own teaching and learning. To acquire and develop proficiency in teaching and learning environments. |
| 5 | Actively participate as a member of a teaching team and contribute to relevant meetings. |
| 6 | Such other duties as may be reasonably required within the grade. |

Person Specification

| Criteria | Essential | Desirable | Assessed by | | |
|---|------------------|------------------|--------------------|------------|----------|
| | | | A/F | I/T | R |
| Qualifications: | | | | | |
| A first degree or equivalent level qualification and / or equivalent professional expertise. | ✓ | | ✓ | | |
| Experience/Knowledge: | | | | | |
| Demonstrable and appropriate subject knowledge and skills to communicate this in order to perform the teaching duties required of them effectively. | ✓ | | ✓ | ✓ | ✓ |
| Relevant teaching experience in respect of this role, including successful teaching/ tutoring/ training experience in education, at school, college, workplace or university level. | | ✓ | ✓ | ✓ | ✓ |
| Capable of context setting and handling conceptual frameworks. | ✓ | | | ✓ | ✓ |
| Have successful experience of assessing student achievement in education, at school, college, workplace or university level | | ✓ | ✓ | ✓ | ✓ |
| Skills: | | | | | |
| Ability to plan and prioritise own workload, including preparation of teaching materials. | ✓ | | ✓ | ✓ | ✓ |
| Ability to assess student progress, and provide feedback and, where asked, mark student coursework. | | ✓ | | ✓ | ✓ |
| Effective interpersonal and communication skills and interactive capability. | ✓ | | ✓ | ✓ | ✓ |
| Ability to provide wider support for students, and contribute to 'enrichment' (study skills, career advice). | | ✓ | ✓ | ✓ | ✓ |
| Ability to recognise those having difficulties, intervene and provide help and support. | | ✓ | | ✓ | ✓ |
| Reflective approach to evaluating and improving teaching, including the ability to use of student feedback | | ✓ | ✓ | ✓ | ✓ |
| Attributes: | | | | | |
| Act as a good role model | ✓ | | ✓ | ✓ | ✓ |
| Ability to work as part of a team | ✓ | | ✓ | ✓ | ✓ |
| Enthusiasm and self-motivation; willingness to undertake professional development activities | ✓ | | ✓ | ✓ | ✓ |
| Ability to encourage active participation by students. | | ✓ | ✓ | ✓ | ✓ |
| Ability to exercise initiative and be proactive. | | ✓ | ✓ | ✓ | ✓ |

Code: A/F – Application form, I/T – Interview/Test, R - References