



Generic job description - Teaching Assistants and Tutors (grade 6 and 7¹)

Job Title: Teaching Assistant (grade 6)

School/Service:

Duration:

Hours of Work:

Responsible to: Head of School/Service

Reports to: Module Manager

Duties and Responsibilities

- Prepare and teach the module(s) within the established programme.
- With support, develop relevant teaching materials, set and mark assignments and prepare exams.
- Deal with student queries about the content and the delivery of a module as well as providing advice and ideas to them where necessary.
- Conduct module reviews where necessary and input into the immediate service being offered.
- Contribute to the teaching team where necessary and appropriate and co-ordinate work with colleagues to ensure the highest possible service standards.
- Supervise the work of students where appropriate.
- Where necessary, assist in medium term planning of modules, supervision etc.

¹ These generic job descriptors exclude teaching activities provided by postgraduate research students.

Job Title: Tutor (grade 7)

School/Service:

Duration:

Hours of Work:

Responsible to: Head of School/Service

Reports to: Module Manager

Duties and Responsibilities

- Prepare and teach the module(s) and ensure that teaching meet the learning objectives identified.
- Take personal responsibility for the design, delivery and style of teaching delivered. Take onboard any feedback as well as being proactive in seeking it out.
- Engage in complex communications where necessary for example the preparation of proposals or applications for funding etc.
- Build internal contacts and participate in networks to exchange information and best practice and to pave the way for future collaborations. There is also an expectation to join external networks where appropriate.
- Conduct module reviews where necessary and input into the immediate service being offered.
- Supervise the work of students and provide advice and support where necessary. May also be required to supervise postgraduate projects and act as a mentor and help identify and respond to student needs.
- Collaborate with colleagues on course development and curriculum changes.
- Ability to be creative and develop own initiative regarding teaching and learning support.
- Engage in continuous professional development