

## Generic role description - Tutorial Assistant

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**Job Title:** Tutorial Assistant

**School/Service:**

**Duration:**

**Hours of Work:**

**Responsible to:** Head of School/Service

**Reports to:** Module Manager

### Job Summary

The role of Tutorial Assistant is to deliver teaching in small groups (tutorials and laboratory classes). The role will involve the preparation of teaching material and the marking of non-assessed coursework and providing advice and support to students.

### Duties and Responsibilities

- Prepare and teach module(s) within established programmes under the direction of the Module Manager.
- Mark non-assessed coursework assignments and provide feedback
- Deal with student queries about the content and delivery of a module as well as providing advice and ideas to them where necessary
- Supervise the work of students where appropriate
- Contribute to the planning and review of teaching programmes
- Book seminar rooms according to timetable requirements
- Ensure that the preparation of materials and equipment required during classes is available and where appropriate assist in the assembling and dismantling of laboratory apparatus
- Attend departmental meetings as required
- Attend courses run by SDDU as appropriate
- Record students attendance at classes and report any problems to the Module Manager
- Be aware of and compliant with the Health and Safety requirements relevant to the role.
- Work with other demonstrators and tutorial assistants to ensure that practical classes run effectively and according to timetable requirements

## Person Specification

- Registered Postgraduate Student
- Possess sufficient breadth and depth of specialist knowledge in the relevant discipline and of teaching methods and techniques to work within own area.
- Ability to prepare own teaching materials
- Ability to recognise those having difficulties, intervene and provide help and support
- Ability to mark student coursework and provide feedback
- Excellent interpersonal skills and the ability to communicate at all levels
- Ability to encourage active participation by students
- Act as a good role model
- Ability to exercise initiative and be pro active
- Enthusiasm and self motivation
- Ability to work as part of a team
- Ability to carryout health & safety risk assessments for practical experiments