

Job Description: Teaching Assistant

College/School:	FACULTY OF SCIENCE & ENGINEERING
Job Title:	Teaching Assistant G5
Salary:	£12.51 per hour
Hours of work:	Zero Hour Contract
Contract:	This is a fixed Term position reflecting the end of candidature
Location:	This position will be based at the Singleton/Bay Campus

Introduction	<p>To deliver its sustainable top 30 ambition Swansea University needs a workforce with the differentiated skills necessary to ensure that it can deliver excellence in research, teaching, learning and the wider student experience.</p>
Background information	<p>The Role: The University employs students (both taught and postgraduate research students) as Teaching Assistants to work under the direction of module leads to contribute to the delivery of high quality, interactive learning experiences for undergraduate and postgraduate students. The employment of Teaching Assistants enables the University to effectively facilitate high quality teaching in lecture theatres, seminar rooms, practical classes in laboratories, computer labs and in the field, to enhance undergraduate and masters' students' practical and higher order thinking skills.</p> <p>The role is rewarding, enabling students to develop their own knowledge and gain experience in learning and teaching. The role also broadens students experience in other technical fields beyond their own discipline, and provides a valuable opportunity to develop skills to enhance employability. UK Research and Innovation (UKRI), charitable funders and industry partners, for example, recognise the value of immersive training and professional development opportunities such as this role, undertaken throughout the research degree.</p> <p>As a Teaching Assistant, you will be required to develop specialist knowledge in the relevant discipline, have excellent interpersonal skills and the ability to communicate effectively with a diverse student population.</p> <p>Essential Training: Recognising the integral role Teaching Assistants play in enhancing the University's teaching and learning environment, a robust training programme has been implemented. In order to commence work as a Teaching Assistant. You will be required to have completed an induction run by the Human Resources Directorate and the "Teaching Skills" course run by the Postgraduate Research Office. You will not be permitted to work until the training has been completed. If you have completed the training previously it does not need to be repeated. If successful in your application, and you have not completed this course previously, you will be registered for the next available session.</p> <p>UKVI Compliance: To ensure compliance with UK immigration legislation, and the terms of the University's sponsorship licence, right to work checks apply to all individuals recruited to undertake work for the University, whether this is permanent, full time, part time, casual/temporary or voluntary work. As such, right to work checks will be made by the Human Resources Directorate and verified before you start work.</p>

Swansea University employment regulations for research students: For applicants who are also full time postgraduate research students there are limits regarding the number of hours you can work. The regulations are available from Academic Services via www.swansea.ac.uk/academic-services/academic-guide/research-admissions-candidature-and-procedures/guide-to-the-employment-of-research-students/

ADDITIONAL IMPORTANT INFORMATION FOR APPLICANTS HOLDING STUDENT VISAS

If you hold a student visa, the University will remind you of the restrictions of your visa relating to undertaking work (either paid or unpaid), and will require a signed declaration confirming you are aware of these and are not in breach of them for each employment you undertake within the University or elsewhere.

It is your responsibility to ensure you have read and understood the obligations as a student visa holder and will comply with them.

Your role as a Teaching Assistant will include:

Preparation to support teaching sessions

for seminars, tutorials and lectures

- Familiarise yourself with relevant subject material and background information prior to the delivery of seminars, tutorials and lectures

for class and laboratory delivery

- Familiarise yourself with relevant subject material and background information, and any relevant protocols and procedures associated with each practical class, including safety requirements

Teach and Support Learning

Seminars, tutorials and lectures:

- Support the module coordinator by assisting in teaching sessions. For example, helping students with problems in example classes

In a laboratory:

- Set up relevant equipment and materials;
- Explain and demonstrate relevant concepts and techniques, for example through practical experimentation
- Answer technical queries from students regarding their practical activities and explain and clarify subject material and procedures
- Proactively engage with students during the laboratory class to maximise their success with practical activities, asking questions to promote learning

In a computer laboratory:

- Assist students with their use of software and completion of computer-based tasks;
- Answer queries from students and explain and clarify subject material and techniques, for example regarding programming;

Main duties of the role

	<ul style="list-style-type: none"> • Proactively engage with students during the class to maximise their success, asking questions to promote learning. <p>During outdoor learning experiences (e.g. field trips):</p> <ul style="list-style-type: none"> • Set up relevant equipment and materials; • Demonstrate techniques to students during fieldwork; • Explain relevant concepts and their application in the field; • Answer queries from students regarding their practical activities and explain and clarify subject material; • Proactively engage with students to maximise their success with practical activities, asking questions to promote learning. <p>Assess and give feedback to learners</p> <ul style="list-style-type: none"> • Mark students’ work in accordance with the mark scheme and give student feedback • Support students by delivering feedback sessions as directed by the module coordinator • Monitor student attendance at learning sessions where required as a feedback mechanism • Provide marks and attendance data to the module coordinator in the format requested
<p>General duties of the role</p>	<ol style="list-style-type: none"> 1. To fully engage with the University’s Performance Enabling and Welsh language policies. 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture, and to follow all applicable health and safety protocols. 4. Any other duties as directed by the module lead or their nominated representative expected within the grade definition. 5. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy.
<p>Professional Services Values</p>	<p>All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> <p>We are Professional We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality</p> <p>We Work Together We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p>

	<p>We Care We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.</p> <p>Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p>
<p>Person Specification</p>	<p><u>Essential Criteria:</u></p> <p>Values:</p> <ul style="list-style-type: none"> • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience <p>Qualification:</p> <ul style="list-style-type: none"> • A degree in a relevant subject area (or to be in final year of study with a high grade average) <p>Experience:</p> <ul style="list-style-type: none"> • Completion of the “Teaching Skills” training course delivered through the University’s Postgraduate Research Office <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Excellent oral communication skills • Excellent written communication skills • An understanding of the subject at degree level, and the ability to explain the subject to students clearly and accurately • The ability to organise and deliver teaching sessions within the specified time period • An understanding of the assessment procedure, as appropriate for the class <p><u>Desirable Criteria:</u></p> <ul style="list-style-type: none"> • An ability to communicate in Welsh • A postgraduate degree in the relevant subject area • An understanding/awareness of relevant health and safety protocols
<p>Additional Information</p>	<p>Welsh Language:</p> <p>Level 1 – ‘a little’ (you do not need to be able to speak any Welsh to apply for this role)</p> <p><i>e.g. pronounce Welsh words, place names, department names. Able to answer the phone in Welsh (good morning / afternoon). Able to use of learn very basic every-day words and phrases (thank you, please, excuse me). Level 1 can be reached by completing a one-hour training course.</i></p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p> <p>Informal enquiries: Zoe Perry – z.perry@swansea.ac.uk</p>

