

**Job Description: Learning Demonstrator**

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| **Faculty:** | FACULTY OF SCIENCE & ENGINEERING |
| **Job Title:** | Learning Demonstrator |
| **Salary:** | *£13.54 per hour* |
| **Hours of work:** | *Zero Hour Contract* |
| **Contract:** | This is a fixed Term position reflecting the length of Candidature |
| **Location:** | This position will be based at the Singleton/Bay Campus |

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| **Introduction** | 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. |
| **Background information** | **The Role**: The University employs students) as Learning Demonstrators to work under clear and supervised direction of module co-ordinators to support peers and contribute to the delivery of high quality, interactive learning experiences at Swansea University. Learning Demonstrators work in a range of learning settings including seminar sessions, examples classes, practical classes in laboratories, computer labs and in the field  The role is rewarding, enabling post holders to broaden and develop their own knowledge and interpersonal skills, and gain experience in learning and teaching support.  The role provides experience in fields beyond your 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.  As a Learning Demonstrator, 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.  **Essential Training**: Recognising the integral role Learning Demonstrators play in enhancing the University’s teaching and learning environment and creating a positive student experience, a structured training programme has been designed to support you in your role.  Once appointed, you will be required to complete:   1. The Initial Induction Programme for students involved in learning and teaching support. 2. Live (in person or online Learning and teaching skills programme 3. Specialist training (in person and/or online) within the academic area or Faculty you are working within. 4. Ongoing CPD throughout the role (face to face or online, which may be Canvas courses)   You will be required to complete relevant initial training before you are permitted to work, and will be required to maintain relevant continuing professional development throughout the role.  **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.  **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/](http://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 TIER 4 VISAS**  If you hold a Student Route (Tier 4) 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 Tier 4 visa holder and will comply with them. |
| **Main duties of the role** | Your role as a Learning Demonstrator will include:  **Preparation to support teaching sessions**  Seminars and Small Group Sessions:   * Familiarise yourself with relevant subject material and background information prior to facilitation of seminars and small group sessions s   for class and laboratory demonstration   * Familiarise yourself with relevant subject material and background information, and any relevant protocols and procedures associated with each practical class, including safety requirements   **Assisting delivery of learning sessions – supporting the module coordinator/s**  Learning Demonstrators will support the academic module coordinator in a variety of ways depending on the academic area and module learning outcomes. The below examples of learning and teaching settings are designed to give examples of the types of duties that will typically be expected to be carried out by the role holder. Full training and supervision will be provided in every scenario.  Seminars, example classes and small group sessions:   * Support the module coordinator by assisting in teaching and learning sessions. For example, helping students with problems in example classes and facilitating discussion groups.   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 * Proactively engage with students during the class to maximise their success, asking questions to promote learning   During outdoor learning experiences (e.g. field trips):   * 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   **Provide peer assessment and/or feedback for learners**   * Provide students with peer feedback on their learning and assessments under supervision by relevant academic staff (e.g. Module Coordinator.) * Support the Module Co-ordinator in comparing simple student assessments to defined assessment criteria where there are clear correct/incorrect responses provided. |
| **General duties of the role** | 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. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/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.  **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  **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.  **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.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   * 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   **Qualification:**   * Either hold a degree in a relevant subject area or be enrolled on a cognate programme at Swansea University, normally in level 6 or above * **Experience:** * Completion of the relevant elements of the training programme for Learning Demonstrators.   **Knowledge and Skills:**   * Excellent oral communication skills * Excellent written communication skills * An understanding of the subject at an appropriate 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   **Desirable Criteria:**   * An ability to communicate in Welsh * A postgraduate degree in the relevant subject area * An understanding/awareness of relevant health and safety protocols |
| **Welsh Language (Delete where applicable)** | Level 1 – ‘a little’ (you do not need to be able to speak any welsh to apply for this role)  *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.* |
| **Additional Information** | Informal enquiries:  Shortlisting Date: |

  