University of Reading

JOB DESCRIPTION

Vacancy reference:	SRF33961
Post Title:	Graduate Teaching Assistant in Psychology, Neuroscience, Psycholinguistics, or Clinical Language Sciences
Grade:	5
School/Department:	PCLS
Reports to:	PhD supervisor/ Juliane Honisch (teaching)
Responsible for:	

Purpose

The postholder will contribute to student learning, to undertake teaching activities and associated marking, and provide appropriate guidance and feedback as required.

The training and support for GTA's will provide a scaffolded approach to their autonomy as a teacher and supporter of learning with the assistance of more experienced teachers or mentors. The following list of activities is by no means exhaustive, or intended to be prescriptive, but aims to provide guidance to Schools on the responsibilities GTAs should progressively undertake over the period of the appointment.

Main duties and responsibilities

1. To deliver seminars and tutorials to small groups of students on a regular basis (groups of approximately 10-20 students)
2. In the 2nd and 3rd year of work, to design and develop materials and programmes for seminars and tutorials as above
3. To mark assessments accurately and promptly in accordance with the marking scheme set by the module convenor
4. To supervise undergraduate student projects and provide guidance on areas such as defining research questions, research methods and analysis, and report writing.
5. To provide individual feedback to students as appropriate to the module
6. To monitor student attendance and raise any issues about attendance with the module convenor in a timely way
7. Where appropriate, to demonstrate in a laboratory or in the field, and design/redesign activities within laboratory or field sessions.
8. To attend and complete the required training and development activities with both CQSD and the Graduate School, including completing EDMAP1 and achieving AFHEA status within the first two years of appointment.
9. To undertake continuous professional development in both research and teaching & learning.
10. To seek and respond constructively to feedback from students and peers using a variety of evaluation and feedback approaches such as post-it feedback, evaluation sheets, focus groups and informal conversations.

Supervision received

The post holder will report to the tbc supervisor/ DTL. The post holder will be guided in their teaching responsibilities by the module convenor. The postholder will have an appointed mentor who has a central role to play in supporting the GTA through the accredited programme and beyond.

Supervision given

Details of the posts for whom the post is responsible (if applicable) together with a description of the nature of the supervision (e.g. general guidance, detailed supervision etc.).

Contact

Internal contacts include School Director of Postgraduate Studies, SDTL, module convenor and department colleagues, Graduate School, and CQSD.

Terms and conditions

Appointments are normally for a period up to four years, during which the GTA must be a registered full-time doctoral student. No GTA shall work more than six hours per week teaching during term-time on average (but they are expected to work a further 156 hours over the course of the full calendar year on training, preparation and marking).

GTAs will receive a monthly salary of 0.25 FTE on a fixed point on Grade 5 of the University's salary scale. GTAs will be subject to the University's standard terms and conditions of employment and will receive the usual employment benefits of Grade 5 employees.

Postgraduate research students who are accepted onto the GTA scheme will separately be entitled to receive a tuition fee waiver equivalent to the Home/EU tuition fee rate up to a maximum of four years, a maintenance stipend per annum equivalent to 0.75 of the RCUK minimum level and reimbursement of research and other reasonable expenses, agreed in advance with the School. Please note students liable for international fees will need to pay the difference between home/ EU fees and international fees.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 14/06/2017

PERSON SPECIFICATION

Job Title	School/Department
Graduate Teaching Assistant in Psychology, Neuroscience, Psycholinguistics, or Clinical Language Sciences	**PCLS**

Criteria	Essential	Desirable
Skills Required	• Excellent verbal and written communication skills • Ability to communicate complex theories and ideas in an engaging way that is easy for students to understand • Ability to provide clear feedback to students and peers in a clear and constructive way • Excellent IT skills • Ability to work as part of a team • Ability to use initiative, work independently and complete tasks to deadlines • Ability to organise and prioritise workloads, including balancing PhD studies with GTA responsibilities during term-time • Good interpersonal skills	
Attainment	• Good (1st or 2.1) first degree in Psychology, Neuroscience, Linguistics or a related field • Meet the academic requirements for a PhD offer from the University of Reading	
Knowledge	• Good knowledge of subject area they will teach in	• A knowledge of working in a HEI • Standard laboratory techniques and health and safety requirements (where relevant)

Relevant Experience	• Experience of presenting to an audience	• Experience as researcher or research assistant • Experience of developing teaching materials • Experience of teaching • Experience of working with students (e.g. acting as a peer mentor/buddy, providing peer feedback)
Disposition	• Flexibility and adaptability to be able to deal with a range of circumstances and conditions	

Completed by: Dr Julia Vogt   Date: 09/10/2020