UNIVERSITY OF LEEDS

Postgraduate research students engaged in teaching
Example generic role descriptor – Module Assistant Level A

Role: Module Assistant A

Faculty/School:

UoL Spinal point: 17[1] **http://hr.leeds.ac.uk/TA_pay**

Responsible to: Dean of Faculty/Head of School

Reports to: Module Leader

General

Postgraduate research students are engaged in a range of teaching activities. As such they are engaged on the basis that they are fully supported by the module leader and will not have sole responsibility for module design[2] the delivery of any module or be designated as a module leader.

This generic role descriptor provides a framework for the role of module assistant level A and should not be regarded as a definitive list of duties and responsibilities. These may vary depending on the teaching requirements of the faculty/school and the academic discipline.

This role is designated to postgraduate research students registered at the University of Leeds[3].

Postgraduate research students are required to carry out teaching diligently and to the best of their ability and in line with lawful instructions and the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at http://www.leeds.ac.uk/comms/strategy/

Responsibilities and core duties

The level of responsibility and core duties expected within this role include:

♦ Providing clear information and guidance to students in line with material set by the module leader and with appropriate supervision, on one or more of the following:

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[1] Calculation of hourly rate of pay based on 35 hours per week
The grade is determined by the duties required for the role and not by the qualifications and experience held by the individual carrying out the role.
[2] Module design is defined as prescribing the indicative content, objectives, learning outcomes, delivery modes and assessment strategies of a module, as detailed in the catalogue module specification and approved by the University's formal education committees.
[3] This excludes postgraduate research students at other Institutions accredited by the University

- An experiment
- A system
- Methods
- Protocols
- Specialist software

This will be in a laboratory setting, practical classes, computer classes or language classes or any other setting.

♦ Support students with the task set using own expertise on the specified technique.

The role may also include:

♦ The marking of tests and practical work;
♦ Facilitating discussions with groups of students.

Role summary

This role is to assist in the delivery of teaching by providing help and support to students during practical classes with support from the module leader. Using prepared teaching material the role holder will be involved in instructing students for example, on experiments, systems, methods, protocols and specialist software. This may be in a number of settings including, a laboratory practical classes, computer classes or language classes. The role may also include marking tests and practical work.

Main Duties

♦ Agree with the module leader what practical work is to be done and how the class should be conducted.
♦ Assist with the delivery of teaching within established programmes by providing clear information and guidance to students in line with material set by the module leader.
♦ Facilitating discussions with students to develop their understanding and to stimulate and maintain interest in the subject.
♦ Provide help, support and supervision to students with the task set using own expertise on the the specified technique.
♦ Prepare for classes by familiarising themselves with any protocols or other information required and ensuring that they have undertaken the relevant exercise themselves.
♦ When requested, mark tests and students practical work.
♦ Ensure that materials and equipment required during classes is available, for example by assisting in the assembling and dismantling of laboratory apparatus.

General requirements

♦ Attend departmental meetings related to the role as agreed with the Head of School (or formal nominee).
♦ Attend in house training and courses run by SDDU that are relevant to the role as agreed with the Head of School (or formal nominee).
♦ Participate in programme and module review by proving feedback on the structure, level and content of the module .
♦ Work with other module assistants to ensure that classes run effectively and according to timetable requirements.
♦ Deal with student's practical issues and queries as well as providing advice and ideas to them where necessary, referring to the module leader as appropriate.
♦ Record student's attendance at classes and report any problems to the module leader.

- Make appropriate use of the VLE.
- Recognise students who are having difficulties and refer to the appropriate parties e.g. personal tutor.
- Be aware of and compliant with the Health and Safety requirements relevant to the role.
- Contributing to Health and Safety assessments as appropriate.
- Participate in the teaching enhancement scheme as appropriate.

Criteria

Qualifications, skills and experience

To effectively perform the role of demonstrator, postgraduate research students must be able to demonstrate:

- They are a postgraduate research student registered at the University
- They possess sufficient breadth and depth of knowledge in the relevant discipline and of teaching methods and techniques to work in the required area
- The ability to support all students including those with diverse learning needs and to recognise when to refer to other appropriate parties
- The ability to assess student's work within the learning event and provide feedback
- Excellent interpersonal skills and the ability to communicate at all levels
- The ability to encourage active participation by students
- They are able to act as a good role model
- The ability to exercise initiative and be pro- active
- Enthusiasm and self motivation
- The ability to work as part of a team