**JOB DESCRIPTION**

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| Post: | Postgraduate Teaching Assistant |
| Reporting to: | Associate Head of Department or Principal Lecturer or Head of Teaching & Learning |
| Salary: | National minimum wage |
| Hours per week: | 15 hours per week, term time only |
| Contract Type: | Academic/Fixed Term (Sep-Jun, 10 months) |
| Annual Leave: | N/A |
| Probation Period: | 3 months |

**Main Purpose of the Role:**

To contribute to, and support the effective delivery of HE academic curriculum, while engaging in relevant development opportunities.

**Main Duties & Responsibilities**:

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| **Teaching and Learning** | |
|  | Support theoretical and practical teaching as required (for example, seminars, practical classes, small group work and practical demonstrations). |
|  | Design and develop effective and inclusive learning materials with support to meet defined quality standards, including the Virtual Learning Environment. |
|  | Contribute to curriculum content linking to programme learning outcomes in support of the module leader, or other member of the module team. |
|  | Engage with training requirements identified to support development within this role. |
| **Student Experience** | |
|  | Support the development of graduate attributes in students, including a focus on employability and engagement with industry. |
|  | Contribute to department and programme team meetings as required. |
|  | Meet the requirements of study skills and induction programmes for students as required. |
|  | Ensure student enquiries are handled to the required standard and within agreed University timescales. |
|  | Support module and programme leaders by contributing towards the provision of student feedback. |
|  | Recognise and manage the needs of a diverse student population to provide parity of experience. |
| **Management and Administration** | |
|  | Keep accurate, up-to-date records on student engagement and achievement and provide information as required. |
|  | Ensure all relevant quality assurance standards, policies and procedures are adhered to. |
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|  | Complete quality assurance tasks as required by the Hartpury Quality Enhancement Framework including meeting associated deadlines. |
|  | Support the Department team to develop and maintain the standardised approach to VLE pages in relation to teaching and assessment activity. |
|  | Have an awareness of and compliance with professional accrediting bodies where appropriate. |
|  | Participate in initiatives/events to the benefit of Hartpury e.g. marketing events, outreach activities, recruitment, where appropriate. |
|  | Support the administration and delivery of assessments during assessment periods, e.g. through invigilation. |

Please note that this is a generic job description for the position of Teaching Assistant. The role will likely encompass all of the above, but the balance of duties and responsibilities will be determined in discussion with the post holder’s line manager.

**Other Reasonable Duties**

This Job Description sets out the main duties of the post at the date when it was drawn up.  Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities Hartpury reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

**Safeguarding** 

Hartpury recognises that it has a statutory and moral duty to ensure that Hartpury safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at Hartpury. It is the responsibility of everyone at Hartpury to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

**Equality, Diversity and Inclusivity**

It is the responsibility of the post holder to promote equality, diversity and inclusivity across Hartpury. The post holder will undertake their duties in accordance with Hartpury’s policies relating to equality and diversity.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

**Health and Safety**

The post holder will be required to promote health, safety and wellbeing throughout Hartpury. They will also be required to undertake their full duties and responsibilities in accordance with Hartpury’s Health and Safety Policies and Procedures.

**PERSON SPECIFICATION**

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| **Requirements** | **Essential** | **Desirable** | | **How Tested?**  **(AF / IV / Other)** |
| **Qualifications/Training** | | | | |
| A willingness to complete relevant identified staff development / induction. |  |  | | AF/IV |
| Undergraduate qualification in relevant subject area, and accepted to study on a postgraduate taught programme at Hartpury University during the time of this post. |  |  | | AF/IV |
| Relevant professional qualification (if appropriate) |  |  | | AF/IV |
| **Experience/Key Skills** | | | | |
| Commitment to high quality teaching and fostering a positive learning environment for students |  |  | | AF/IV |
| Interest in an area of study that aligns with the subject area |  |  | | AF/IV |
| Good written and verbal communication skills |  |  | | AF/IV |
| An awareness of safeguarding, wellbeing and safety and its importance in a University environment |  |  | | AF/IV |
| **Behavioural Competencies** |  | | | |
| **Excellence**  With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a ‘can-do’ attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers. |  | |  | AF/IV |
| **Champion Change**  With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment. |  | |  | AF/IV |
| **Responsibility**  We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions. |  | |  | AF/IV |
| **Working Together**  We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners. |  | |  | AF/IV |
| **Trust and Respect**  We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity. |  | |  | AF/IV |

Where aspects of the person specification are shown as ‘desirable’ it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate’s ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to the Harpury.