

JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: UAL Graduate Teaching Assistant	Salary: Hourly paid
Grade: 3 (maximum of 6 hours teaching per week)	Location: King's Cross
Accountable to: Course Leader, Stage or Subject Leader	College/Service: CSM
Purpose of Role: To deliver learning and teaching and related support to students on designated course(s) under the direct supervision of relevant senior academic staff. To contribute up to date knowledge and skills and to undertake informal, formative assessment in a specialist subject area.	
Duties and Responsibilities <ul style="list-style-type: none"> To contribute to teaching in the context of the prevailing curriculum and learning and teaching methodology, working as part of the course team. To undertake sole delivery of small group teaching (e.g. Seminars), and to contribute to preparation and joint delivery (with senior academic staff) of lectures as appropriate. To prepare for the above by using materials based on personal research. To assist more experienced academic and technical staff in the maintenance of proper conduct in Studios and Workshops. To undertake related academic administration (eg attendance registers) To undertake appropriate staff development (e.g. TLE teaching course) to support these responsibilities To undertake Health & Safety duties and responsibilities appropriate to the role, contributing to a culture which recognises, promotes and educates students in safe working practices. To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work To undertake continuous personal and professional development, and engage with the University's Planning, Review and Appraisal scheme and staff development opportunities To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations 	
Key Working Relationships: <ul style="list-style-type: none"> Course Leader /line manager/colleagues on the Course team Students 	
Specific Management Responsibilities Budgets: n/a Staff: n/a Other (e.g. accommodation; equipment): n/a	

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Person Specification	
Specialist Knowledge/ Qualifications	<p>MA (or equivalent) degree in a field related to graphic and/or communication design earned within the last 2 years.</p> <p>Interest in developing an inquiring, innovative and reflexive approach to teaching and subject positioning.</p> <p>Shows commitment to equality, diversity and inclusivity in all aspects of teaching.</p> <p>Commits to own development through effective use of the University's appraisal scheme and staff development process.</p> <p>Willingness to undertake UAL's accredited teaching course run by TLE.</p>
Relevant Experience	<p>Has relevant experience in own area of work and is able to work independently.</p> <p>Shows commitment to understanding the range of students' experiences within a course.</p> <p>Ability to maintain accurate and up to date knowledge of subject area and support and impart knowledge to students as necessary.</p> <p>Ability to contribute to the adaptation of course material to meet needs and helps to identify ways of improving standards.</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	

	Works collaboratively in a team and where appropriate across or with different professional groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

Last updated: March 2016