

JOB DESCRIPTION

Ref: A2614

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| Job Title: Teaching Associate | Present Grade: 6 |
| Department/College: Mathematics and Statistics | |
| Directly responsible to: Head of Undergraduate Teaching | |
| Supervisory responsibility for: None | |
| <p><u>Other contacts</u></p> <p>Internal: Students, graduate teaching associates, academic and Professional Services staff within the Department</p> <p>External: None</p> | |
| <p>Major Duties:</p> <p>To contribute to the Department's teaching commitments by</p> <ul style="list-style-type: none"> • teaching on the Department's undergraduate programmes, primarily through the delivery of workshops; • marking coursework, including project work and dissertations, and examinations; • supervising student projects; • contributing to the department's activities with our International Teaching Partnerships; • acting as an Academic Tutor, if required. <p>To contribute to the Department's undergraduate recruitment by working as part of the Undergraduate Admissions team.</p> <p>To undertake administrative duties as directed by the Head of Department.</p> <p>If not already qualified, the role holder would be expected to undertake appropriate training in teaching, such as the University's HEA-accredited <i>Associate Teacher Programme</i>.</p> | |