

## JOB DESCRIPTION

Vacancy Ref: A2803

<b>Job Title:</b> Teaching Associate	<b>Present Grade:</b> Grade 6P
<b>Department/College:</b> School of Computing & Communications	
<b>Directly responsible to:</b> Head of School, Director of UG Studies and Director of PGT Studies	
<b>Supervisory responsibility for:</b> PGT & Undergraduate Students, Graduate Teaching Assistants for relevant modules	
<p><b>Other contacts</b></p> <p><b>Internal:</b> All colleagues and students within the School of Computing &amp; Communications, Dean of Faculty, Faculty Associate Deans, Academic colleagues within the University; University administration.</p> <p><b>External:</b> Potential students and their parents, employers.</p>	
<p><b>Major Duties:</b></p> <p>To undertake teaching assistance and minor administrative activities within the School of Computing and Communications. Workshop teaching and lab demonstration activities are likely to be focused on core undergraduate modules.</p> <p>One of the posts will be focused around supporting our cyber security teaching. Another of the posts will be centered on providing high quality student experience and support for widening participation students as part of the new Lancaster Success Programme (LSP), to assist in the development of evaluation methods and inclusive learning and teaching practice, and enhance opportunities for students' progression and employability.</p> <p><b>Academic</b></p> <ol style="list-style-type: none"> <li>1. To fulfil academic duties such as undergraduate/postgraduate lab based teaching, tutoring and marking.</li> <li>2. To contribute to the successful delivery and co-ordination of undergraduate level programmes and modules labs and coursework.</li> <li>3. To engage in scholarly practice appropriate to level of career, with the aim of ensuring programme and module content are of an appropriately high quality.</li> </ol> <p><b>Management &amp; Quality</b></p> <ol style="list-style-type: none"> <li>1. To take responsibility for delivery of practical course elements of modules and academic programmes as directed by the Head of School or Directors of UG/PGT Studies.</li> <li>2. In conjunction with Directors of Programmes/Study, ensure that modules are up to QAA standards.</li> <li>3. Monitor and control the quality of learning on the different modules delivered.</li> <li>4. Ensure that all coursework and exam marking is returned within the School's deadlines.</li> <li>5. Assist with the evaluation of teaching activities within the School, with a view to strengthening educational capability.</li> </ol> <p><b>Other</b></p> <ol style="list-style-type: none"> <li>1. Any other duties as deemed appropriate by the Head of School</li> </ol>	