

PARTICULARS OF APPOINTMENT**Teaching Assistant in the School of Social Sciences****THE SCHOOL OF SOCIAL SCIENCES**

The [School of Social Sciences](#) (SoSS), within the Faculty of Humanities, is home to eight distinct disciplines, the Departments of: Criminology, Economics, Law, Politics, Philosophy, Social Anthropology, Social Statistics and Sociology. The School comprises one of the largest collections of social scientists and legalistic Scholars in the UK. The School has in excess of 370 academic and research staff, and approximately 105 Professional Services staff.

The School's main building is named in honour of Sir Arthur Lewis who received the Nobel Prize for Economic Sciences in 1979, this was in recognition of his work in Development Economics – undertaken here during the 1950s. He was appointed Professor at Manchester in 1948, at the age of 33, and was Britain's first black professor.

OUR TEACHING

SoSS is committed to research-led teaching. It has an extensive portfolio of undergraduate teaching programmes: single and joint honours programmes in its constituent disciplines; joint programmes with other Schools in the Faculty of Humanities; and large interdisciplinary programmes – the BA Economic and Social Studies and as well as the BA Social Sciences. We currently have 5,300 UG students. At Masters Level there are just under 1,000 students following our LLM, MA and MSc programmes. We currently have 250 research students. The student experience is supported by the provision of a range of student societies, careers provision, study abroad, our own Moot Court and by voluntary practical work in the [Legal Advice Centre](#) (LAC) and Justice Hub, a *pro bono* centre where students have the opportunity to assess and advise on problems presented by local clients. Teaching quality is high across the School's disciplines, and is recognised in promotions and by Faculty and University Teaching Awards.

JOB DESCRIPTION**Duties and Responsibilities**

Teaching Assistants (TAs) are responsible for delivering high quality small group teaching on undergraduate modules at levels 1 and 2 (inclusive of marking assessed work). This will usually entail delivering tutorials but may involve teaching in larger group settings. TAs' teaching is intended to facilitate students' learning through a variety of suitable teaching and learning methods, such as by facilitating discussion, having students solve problem sets, or by helping students to complete other tasks.

TAs are appointed to teach on specific courses and for the duration of the course only (from the first week of the relevant semester to the completion of all forms of assessment and moderation for that semester, not including resits). TAs are paid on an hourly basis, and contracts are issued on a semesterly basis.

Specific duties will include:¹

Training

- Newly appointed TAs will complete Faculty, School and departmental training as instructed at the time of their appointment (TAs are paid for training)
- If necessary, returning TAs will update their training as instructed by the Faculty and/or School

Preparation

- TAs will make sufficient preparations to deliver the Aims and Intended Learning Outcomes (ILOs) for the tutorials/classes for their assigned modules. Course Unit Directors will provide the necessary tutorial learning materials

Face to Face Teaching

- Leading tutorials at specific times, as timetabled by the Faculty, for undergraduate courses at levels 1 and 2
- Facilitating small group instruction or discussion in line with the learning aims of specific tutorials (under the guidance of the Course Unit Director)
- Maintaining a conducive atmosphere and environment for that discussion to take place, and in line with University policies on Health and Safety, Equality and Diversity, and Freedom of Speech
- On some courses, TAs may provide additional support for lectures (such as administering chat functions in large Q&A sessions)*
- Where appropriate, TAs may be asked to deliver a lecture on their course or may request to do so as part of their professional development*

Lecture Attendance

- Some TAs may be appointed to provide lecture support on a weekly basis*
- Other TAs may be required to attend one or more lectures for the course to which they are allocated, as instructed by the Course Unit Director*

Advice and Feedback

- Holding at least one advice and feedback hour (also known as 'office hour') for students per week or as directed by the Course Unit Director

Administration

- Assisting in the maintenance of records of student engagement and attendance. It is important that TAs assist with the attendance monitoring process for both student welfare/academic progress and UKVI compliance purposes
- Responding to emails and inquiries from students, other academics, and Professional Services colleagues involved with the delivery of teaching and learning

Assessment

- Marking both formative and summative forms of assessment
- The timely completion of marking in accordance with School rules and within the turnaround timeframes set by the School assessment professional services team
- Providing appropriate feedback on students' assessed work

¹ An asterisk denotes that different departments will operate with different norms and expectations.

Other Requirements

- TAs' teaching is subject to peer review, usually involving the observation of one teaching session by another colleague followed by feedback and an opportunity for collegial discussion. This is a supportive process intended to encourage teaching excellence and the professional development of all TAs.
- In the event of absence due to illness the post-holder should attempt to arrange a swap with a colleague such that the contractual hours of work can still be fulfilled and, in these circumstances, the absence would not be treated as a period of sickness absence. Longer periods of absence due to illness for which short-term cover is not feasible are covered by the University's Statutory Sick Pay arrangements for all staff.

The time spent completing these duties should not exceed contracted hours.

TAs are responsible to the Course Unit Director on the unit to which they are allocated and should expect to receive appropriate guidance and support from the Director. TAs should maintain regular contact with their Course Unit Director, including passing on any student feedback.

TAs may also seek additional guidance and support, as appropriate, from their departmental Teaching Assistant Coordinators. TAs will be represented at School and departmental coordination meetings by their appointed representatives.

TAs are expected to be aware of, and act within, the boundaries of their responsibilities as regards student wellbeing and pastoral care. At the earliest opportunity, pastoral care matters should be referred to the designated member(s) of academic staff in the department – usually the Course Unit Director or the student's Academic Advisor in the first instance. The School also offers student welfare and well-being support services.

While in the employment of the University, TAs may apply for an [AdvancedHE Fellowship](#) via the University's Leadership in Education Awards Programme (LEAP). LEAP supports TAs in documenting and evidencing their teaching excellence, as a means for TAs to receive a formal, national qualification.

Person Specification

Education

1. A first degree in a relevant subject
2. Either:
 - registered as a postgraduate student at the University of Manchester or another reputable higher education institution
 - in possession of a postgraduate degree in a relevant subject area
 - in possession of a relevant professional qualification

Skills/Personal Qualities

- Good presentation, communication and analytical skills.
- Minimum level of English language proficiency to enable effective oral and written communication
- An ability to lead a group activity
- Ability to work effectively and collegially as part of a teaching team
- Efficient administration skills
- An understanding of issues affecting undergraduates and a commitment to developing the quality of the student learning experience
- Good core knowledge and understanding of the subject areas being taught
- A willingness and ability to acquire knowledge and understanding of University teaching quality standards including examination standards and procedures
- Where the post is linked to a bursary, a demonstrable potential to undertake research