

**The University of Manchester**

**Faculty of Humanities**

**School of Environment, Education and Development**

---

**Job title: Associate Director of Teaching Assistants (TAs)**

**Term of post:** Starting ASAP, as a three-year appointment

**Responsible to:** SEED Director of Teaching & Learning; Head of School

**Communication with:** Relevant Faculty staff, HoDs, SEED Directors and department Directors of T&L and Postgraduate Research, Department TA Coordinators, School Operations staff, committees including SEED T&L (required), SEED QSDE (optional) and relevant School and Faculty TA forums and committees, SEED PGRs and TAs.

**Application deadline:** Wednesday 28<sup>th</sup> January 2026

**Interviews:** TBC

**The post attracts 1500 workload points.**

Expressions of Interest should be sent to [SEEDHeadofSchool@manchester.ac.uk](mailto:SEEDHeadofSchool@manchester.ac.uk)

Expressions of Interest should consist of a brief up to date CV with a covering letter of up to 500 words, outlining your suitability for the role and what you would like to achieve if appointed.

Candidate applications will be reviewed by a panel and shortlisted candidates will be invited to an interview. The interview will often consist of a presentation and some questions to enable the panel to ascertain suitability for the position. The panel will always include members of SLT.

Ensuring that our School is inclusive as possible is a fundamental part of what we do in SEED. We aim to redress staffing imbalances and inequalities. We promote equality and actively challenge unfair discrimination. We welcome applications from people of all backgrounds – people of all ages, sexual orientations, genders, ethnicities, nationalities, religions, and beliefs. However, we particularly encourage applications from staff who identify as women, colleagues with disabilities, and individuals from

minority ethnic groups, because these groups are currently underrepresented at more senior levels in Higher Education.

### **The role and key objectives:**

The Associate Director for Teaching Assistants will be responsible for developing and coordinating the effective deployment of Teaching Assistants within SEED.

- Enhancing teaching and learning in SEED through effective development and deployment of TAs.
- Working with the SEED Director of T&L to improve the quality of SEED teaching, learning and assessment key performance indicators.
- Supporting TAs to develop their practice and provide appropriate feedback.
- Advising Heads of Department and Department T&L on best practice for supporting and utilising TAs.
- Quality assurance of the provision of TAs.

### **Key duties/responsibilities**

- Implementing relevant Faculty Teaching Assistants Policy within SEED.
- Ensuring the annual review and implementation of the SEED Policy on the Use of Teaching Assistants.
- Having overall responsibility for the development, quality assurance and support of TAs, including training and induction processes within SEED.
- Ensuring the School's TA training is in line with Advance HE's Professional Standards Framework.
- Chairing the SEED TA Forum each semester (in November and March) to collect and act on feedback from the TA community.
- Representing the School and its TAs on the Faculty TA Review Group.
- Liaising with the Director of Postgraduate Research, as required, where TA issues impact on the experience of PhD students and their studies.
- Working closely with the SEED School Office and Departmental TA Coordinators to ensure appropriate, consistent and fair deployment of TAs within the School.
- Liaising with the SEED Director of T&L, Teaching and Learning PS Leadership, other Associate Directors of Teaching and Learning, Programme Directors, and other key Academic and PS colleagues within the School and Faculty.
- Attend SEED T&L and QSDE committees as required.

## **Person specification**

Candidates must demonstrate that they meet the requirements of this person specification to be considered for the role.

- A strong interest in enhancing teaching and learning through working with Teaching Assistants.
- Good working relationship with colleagues, including academic staff, students and PS staff.
- An understanding of SEED strategy, policies and priorities.
- Good communication skills.
- Willingness to learn and disseminate new skills and practices.
- Reliable and flexible approach to work.
- Awareness of key quality assurance measures and indicators.
- A commitment to SEED's developing Equality, Diversity and Inclusion aims and ethos.