Job Description

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Tutorial Assistant/Teaching Assistant</th>
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<tbody>
<tr>
<td>Grade</td>
<td>Teaching &amp; Scholarship (T&amp;S) Grade 6</td>
</tr>
<tr>
<td>Department/School/College</td>
<td>Various</td>
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<td>Reports to</td>
<td>The Academic Lead</td>
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The aim of this document is to provide an over-arching job description clarifying for Tutorial Assistants/Teaching Assistants at Swansea University in broad terms what is expected of them within their role. It includes, but is not limited to, the areas outlined below.

Main Purpose of the Job

The main purpose of the role is to assist the relevant module leader to introduce or expand understanding of a specific subject area for undergraduate students via tutorials. It would not be expected that a Tutorial Assistant/Teaching Assistant would deliver Lectures.

Full guidance, mentorship and monitoring will be provided by an appropriate member of academic staff within the College/School, as arranged by the module co-ordinator.

The Tutorial Assistant/Teaching Assistant is required to have specialist knowledge in the relevant discipline, have excellent interpersonal skills and the ability to communicate at all levels.

In addition, the Tutorial Assistant/Teaching Assistant will be required to prepare their own teaching material, encourage and motivate students, and act as a good role model.

A Tutorial Assistant/Teaching Assistant must have attended and successfully completed the Teaching Skills course held in APECS Development and Training Services. Individuals who have not completed the course will not be eligible to employment as a Tutorial Assistant/Teaching Assistant. For further details on the next available course please Development and Training Services dts@swansea.ac.uk.

General Duties and Responsibilities

This appointment at Swansea University has a number of generic objectives common to all Tutorial Assistant/Teaching Assistant appointments. These relate to assisting the Academic Lead in explaining and clarifying subject materials.

A Tutorial Assistant/Teaching Assistant will be expected to:

1. At least a week before the class, liaise with the lecturer in charge of the practical to obtain full instructions and any relevant reading matter.

The Tutorial Assistant/Teaching Assistant must make themselves familiar with the subject area and any material associated with the laboratory, as appropriate. The Tutorial Assistant/Teaching Assistant must discuss the marking scheme with the module lecturer responsible for that module, to ensure that they are aware of the assessment criteria.
2 Assist with the delivery of teaching in a *classroom environment*, for example:

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials, as instructed/advised by the module lecturer
- Assisting students in preparing for examinations
- Clarifying problematic or difficult subject areas

3 Assist with the delivery of teaching in a *tutorial environment*, for example:

- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems etc

4 Assist with the delivery of teaching in *off campus*, ie on a field trip if required, for example:

- Explaining techniques during a field trip such as surveying, monitoring or classification
- Explaining relevant concepts and their application in the field

5 Assist with the assessment and examination process, for example:

- To assist in the marking of examinations
- To provide feedback to students following examinations

6 Ensure that all relevant Health & Safety protocols are followed

7 Attend appropriate meetings with the Module / Subject / Academic lead

8 Undertake any administration required, such as maintaining attendance records on each student

9 Promote equality and diversity in working practices and to maintain positive working relationships

10 Any other reasonable duties as directed by the Head of College/School/Department or their nominated representative

**Subject-Related Paid Employment**

There is broad agreement between UK sponsors in the matter of subject-related paid employment (mainly teaching and demonstrating). This permits employment, with the express permission of the Supervisor, to a normal maximum of 6 hours in the working week (9 to 5, Monday to Friday). Again, in most cases, the annual maximum will be 180 hours per year but it should be noted that the British Academy, for example, permits a maximum of only 150 hours per year.
Other paid employment
A small amount of non-subject-related work is permitted, generally outside normal working hours, but again, only with the express permission of the Supervisor and only when such permission is granted with full acknowledgement of the terms of the sponsoring body. In some cases, this will require the prior approval of the sponsoring body. In the case of privately funded students and holders of University postgraduate research studentships, the maximum shall not normally exceed 6 hours per week.

However, the Supervisor may approve an extension to this 6 hour limit provided that all such work shall be undertaken outside normal working hours and that the total commitment, inside and outside normal working hours, does not exceed 12 hours in any single week.
Person Specification

- Specified below are the criteria that are necessary to undertake the post. Only candidates who meet the essential criteria of the person specification will be short-listed.
- Applications received for support posts at the University applicants must provide examples to demonstrate how they meet the criteria to be considered.

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**Description of criteria and evidence expected:**

<table>
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<tr>
<th>Competencies/Abilities e.g. IT, numerical, communication (including any Welsh Language needs for the post or School/Department), accuracy etc.</th>
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<tr>
<td>Knowledge/Experience</td>
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<td>Education/Qualifications</td>
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**Essential Criteria**

- A degree in a relevant subject area
- Excellent oral communication skills to be able to explain degree level subject matter clearly
- Excellent written communication to enable the preparation of handouts and other written materials
- Completion of the Teaching Skills course
- The ability to organise and deliver the teaching within the specified time period
- An understanding of the assessment procedure

**Desirable Criteria**

- A post graduate degree in the relevant subject area
- An understanding/awareness of relevant Health & Safety protocols
- The ability to speak Welsh and teach through this medium

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