

Graduate Teaching Assistant

Department of Psychology

Faculty Of Management, Law and Social Sciences



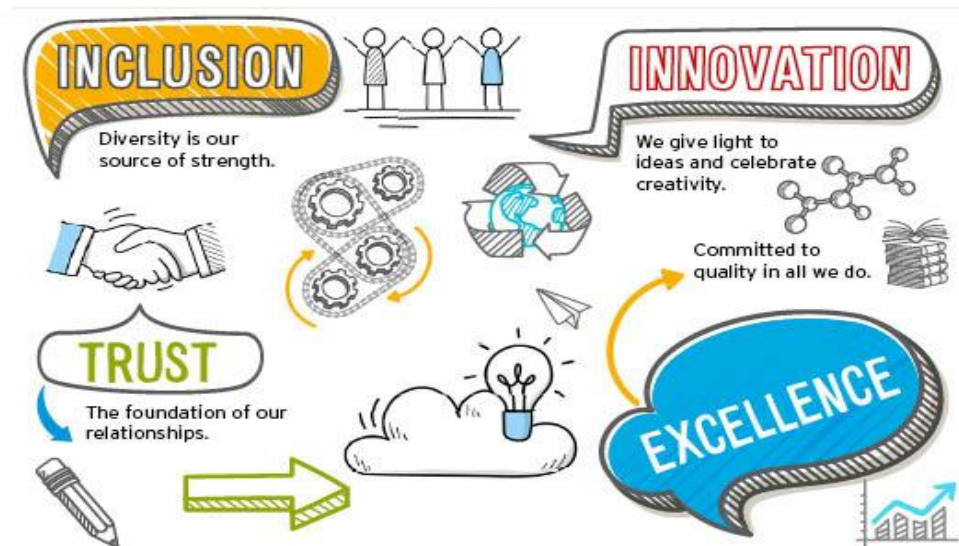
Brief summary of the role

Role title:	Graduate Teaching Assistant
Grade:	7
Faculty or Directorate:	Faculty of Management, Law and Social Sciences
Service or Department:	Department of Psychology
Location:	City Campus, University of Bradford
Reports to:	Head of Department of Psychology
Responsible for:	Teaching provision in the Department
Work pattern:	Fixed Term for 12 months, full time

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • Honours Degree In Psychology
Desirable	<ul style="list-style-type: none"> • Additional teaching experience, training or qualification and or membership of Higher Education Academy

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Good oral and written communication skills; particularly of technical information. • Ability to contribute to course development and delivery. • Proficient IT skills. • Good analytical skills. • Experience of undertaking psychological research..
Desirable	<ul style="list-style-type: none"> • An understanding of how research evidence can be used to support learning. • Skills and experience in quantitative and qualitative psychology

	<ul style="list-style-type: none"> • Laboratory skills • Working effectively with an academic supervisor
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Personal attributes

Essential	<ul style="list-style-type: none"> • Committed to continuing personal/professional development. • High level of interpersonal and team working skills. • Understanding of the University's commitment to equality and diversity.
Desirable	<ul style="list-style-type: none"> • Demonstrate a willingness to contribute to excellence in scholarship/ research.

Main purpose of the role

Insert a summary of the main purpose of the role.

Main duties and responsibilities

1. Responsible for assisting module leaders with technical and administrative tasks related to the successful delivery of modules and programmes.
2. To prepare for and deliver lectures, without direct supervision, relating to psychology within a clear and established teaching framework.
3. To undertake duties in relation to assessment under the direction of members of academic staff. Typically this will include marking and supplementary marking of course work (including practical/laboratory work) and exams and providing feedback to students.
4. To provide office hours for student consultations/feedback and appropriate student support.
5. Attend and contribute to programme meetings, assessment committees and exam boards, as appropriate.
6. To increase the skills of students, through the demonstration of practical equipment and procedures within a laboratory setting.
7. To contribute to the development of virtual learning activities and materials, under supervision of the module leader.
8. To highlight any concerns relating to students, whether performance based or pastoral, to the module leader.
9. To develop and follow a research plan with the guidance of a mentor, with an established track record of research, in an area that is consistent with the research strengths of the Department.
10. To undertake any related duties, commensurate with the grade of the role.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed

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