

ANNEXURE A

JOB DESCRIPTION

Job Title: Graduate Teaching Assistant (GTA)

Campus: Mauritius Branch Campus

Reporting to: Academic Head

Overall Purpose

To assist and support academic staff in the delivery of quality education to students in a variety of learning environments. The GTA will provide additional support for students that may include facilitation of face to face drop in sessions, on-line support, assisting academic staff in the development, production and delivery of programme materials and the collation of programme and module data and information. Support to students will include assisting them with their writing, technical e.g. mathematics, and study skills.

The GTA will be aligned to a programme team and will work closely with academic support teams in the Campus and University.

Principal Duties

- To assist academic staff and students with learning and teaching, performing defined tasks under supervision. Examples of defined tasks include:
 - Seminar delivery and assessment
 - Lab assistance
 - Demonstrations during practical sessions;
 - Project supervision (undergraduate only)
 - Technical support during project work;
 - Field trips where appropriate;
 - Providing guidance, based on published assessment criteria, on the preparation of assignments
 - Providing drop in sessions for students on preparation for workshops, projects, writing and presentation skills;
 - Invigilation of examinations
- To assist academic staff with the development of written and on-line learning resources through gathering and collating information, updating course materials in hard copy or online, photocopying and disseminating materials.
- To assist academic staff in providing students with guidance on study skills, essay writing, maths and statistical skills support, technical support through LET

- To provide feedback to students on their progress where appropriate, working under the supervision of, and in collaboration with, the module co-ordinator and the programme team.
- To provide guidance to students and/or direct students to the relevant student support services. (Note: it is not expected that the GTA will be required to provide pastoral care; welfare matters should be referred to a relevant member of academic or support staff).

Administration/Other

- Support academics in regular student drop in sessions and revision classes
- Assist with the collation of assessment and other programme/module data and information for review and interpretation by academic team
- Assist academics and Student Office staff in monitoring student attendance and following up those who are not attending. This will include collating and taking student attendance registers.
- Any other administrative duties related to the role, including assisting with the production of reading lists, module and programme handbooks, commensurate with the grade.

Person Specification:

Selection Criteria:

Essential

- A good honours degree (First or Upper Second class) in a discipline relevant to the area they will be working in.
- Proven and effective presentation and communication skills (written and verbal).
- A good understanding of the UK Higher educational system.
- A commitment and ability to acquire the knowledge and understanding about the University teaching quality and assessment standards and procedures.
- Effective organisational skills, good time management, ability to prioritise tasks with attention to detail.
- An understanding and awareness of the issues involved in working with a diverse range of staff and students with varying needs.
- The ability to work within a virtual learning environment using e-learning technology.
- The ability to work as part of a team.

Desirable

- Research experience
- Evidence of participation in extracurricular activities whilst undertaking their degree i.e. Student Learning Assistant, Student Ambassador, Volunteering, Sport, summer internship and/part-time work

Flexibility:

Please note that given the need for flexibility in order to meet the changing requirements, the duties/ location of this post and the role of the post holder may be changed after consultation.

The post-holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations

Middlesex University is working towards equality of opportunity.