**Graduate Teaching Assistant (GTA)**

COLLEGE OF XX

SCHOOL OF XX

**GRADE 6**

**Job Purpose**

Within a clear and established teaching programme, contribute to the delivery of an excellent student experience by undertaking a range of teaching, assessment and administrative duties, principally at undergraduate level, to further the understanding of key course topics and assist students in drawing out key learning points from course materials.

**Main Duties and Responsibilities**

1. Contribute to the planning, organisation and delivery of undergraduate teaching.

2. Deliver a range of teaching and assessment activities directed towards the delivery of subjects at undergraduate level.

3. Participate in a range of course administration duties, within required timescales, including effective communication of information, marking, assessment and timeous constructive feedback.

4. Assist with the development of appropriate teaching materials ensuring content and methods of delivery meet determined learning objectives.

5. Contribute to the effective use of learning technologies to support and enhance course delivery, course organisation, feedback and assessment. This may involve blended and/or online provision including the use of Moodle and other IT materials.

6. Apply specialist knowledge to teaching that best meet the needs of individuals and groups of learners, ensuring an inclusive and evidence-based approach that promotes student participation and learning outcome attainment.

7. Participate in the full assessment process using a variety of methods and techniques, including oral assessment, and provide effective, timely and appropriate feedback to students that supports their learning.

8. Assist with the supervision of student projects, dissertations, and any practical work, advising on skills, methods and techniques to assist the transfer of knowledge, and respond appropriately to the diverse range of learner support/ needs.

1. Engage in continuing professional development activities as appropriate.
2. Undertake any other reasonable duties as required by the Head of School.
3. To contribute to the enhancement of the University’s international profile in line with the [University’s Strategic Plan](https://www.gla.ac.uk/explore/strategy/).

**Qualifications**

Honours degree (SCQF Level 10) relevant to the teaching area or have expertise in a relevant field, together with an understanding of the principles of teaching, learning and assessment.

Registered for and working towards the achievement of a PhD (MPhil/PhD) or PGT

qualification in a relevant subject.

**Knowledge, Skills and Experience**

Expert knowledge of the subject area.

Experience of delivering and supporting undergraduate or postgraduate students either in an online, distance learning or face to face environment.

Experience of supervising, mentoring or teaching students in practical and active learning environments.

Relevant administrative experience (e.g. student support, course administration etc.)

Excellent communication and presentation skills.

Ability to use IT and relevant software packages to support teaching and learning.

Proven ability to work independently and as part of a team.

Ability to work to deadlines.

Commitment to the University’s published values and professional behaviours.