Module Teaching Assistant - Grade 6

Leeds International Summer School (LISS)

**Do you have experience of teaching at undergraduate level with a background in your subject area? Are you passionate about delivering an exceptional international student experience in a research-intensive Russell Group University?**

Leeds International Sumer School (LISS) is a short programme for international undergraduate students run by the Study Abroad Office in collaboration with Schools and Faculties across the university. As a module teaching assistant, you will work with the module leader to plan and deliver a two-week, 10-credit, level one Undergraduate module. LISS modules have small class sizes with a minimum of nine and maximum of 30 students. The Study Abroad Office will make payment to your School to deliver the module and your School will pay you to deliver the module above workload (see below). You will deliver the module jointly with one or more members of staff (including the module leader). PhD students can lead modules, deliver or assist with teaching as long as they have appropriate teaching experience.

**What does the role entail?**

As a LISS Module Teaching Assistantyour main duties will include:

* Providing inspirational teaching and learning, which reflects professional standards and industry good practice;
* Assisting with the delivery of the syllabus as planned and ensuring the effectiveness of the teaching;
* Working with the module leader to ensure the resources for the delivery of the module are in place before the start of the session;
* Working with the module leader to manage the assessment requirements of the module and making sure the arrangements for submission of coursework and the return of marks and feedback to students are in accordance with your School’s Code of Practice on assessment and LISS requirements;
* Maintaining appropriate records for the monitoring of student performance on the module;
* Working with the module leader to make arrangements as required for students who are registered with special needs;
* Working with the module leader to deal with unsatisfactory students in line with School and University policy;
* Responding to module related student queries;
* Assisting with the gathering, analysis and response to student feedback at the module level collected by formal and informal means and the submission of the outcome to the module leader and LISS Manager;
* Raising any concerns about the running of the module with the module leader and LISS Manager;
* Working with the module leader to design and utilise innovative approaches to learning and teaching, especially with regard to the provision of teaching material through digital media and blended learning;
* Maintaining your own continuing professional development.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

**What will you bring to the role?**

As a LISS Module Teaching Assistant you will have:

* Either a PhD in your LISS module subject area or a relevant field (or be close to completion) and experience of teaching your LISS module subject area within Higher Education, or a Masters degree in the subject area or a relevant field (or be close to completion) and experience of teaching within Higher Education;
* The ability to motivate and engender enthusiasm in others with an enthusiastic, creative approach to transferring knowledge and skills to students;
* Experience of the development and delivery of teaching materials in a Higher Education setting, demonstrating effective teaching skills and a range of delivery techniques and assessment methods to teach effectively
* An ability to use IT effectively and innovatively in the preparation and delivery of teaching material;
* Excellent communication and interpersonal skills, with a flexible, motivated and co-operative approach and good time management skills;
* An ability to contribute effectively to administrative activities;
* A strong commitment to your own continuous professional development.