

Job Description

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| Job Title: | Graduate Teaching Assistant |
| Faculty/Department: | Science and Engineering/ School of Engineering |
| Reporting to: | Dr James Gilbert |
| Duration: | 3 Years |
| Job Family: | Academic |
| DBS Disclosure requirement: | Yes |
| Vacancy Reference: | FS0079 |

Details Specific to the Post

Background and Context

The School of Engineering delivers a range of degree programmes in Mechanical, Electrical/Electronic and Chemical Engineering. We have a reputation for excellent teaching and research and pride ourselves on the friendly and supportive atmosphere that we provide to our students and staff.

Our research is focussed on Energy, Environment and Sustainable Engineering and on Medical Engineering. Within the Medical Engineering group, one of the key research activities is in speech restoration for people who have lost their voices due to illness or injury. We have established an internationally leading technology for speech restoration following Laryngectomy and are now seeking to expand the range of conditions which the technology can be applied to. An opportunity has arisen for a Graduate Teaching Assistant to conduct research in this area while supporting teaching in Electronics Engineering and related subjects.

Specific Duties and Responsibilities of the post

The focus of the research carried out under this post will be on the use of technology to support users who have speech disorder, either due to congenital conditions, disease, injury or surgery used to treat other conditions. This will involve the development of novel sensing technologies and the development of processing techniques which are able to recognise and reconstruct the desired speech. It will involve collaboration with clinicians, user groups and academic groups at other institutions. It may also involve work with commercial organisations.

In addition to the research role, you will be expected to contribute to teaching within the School of Engineering providing support to senior academic colleagues.

GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

Overall Purpose of the Role

This is a developmental post for recent graduates who are undertaking a PhD. This post is suitable for those planning to train and develop their teaching and research skills so that they may take on more senior teaching and research posts in the future.

Staff at this level assist other academic staff members in the University by performing teaching or teaching-related duties.

The Graduate Teaching assistant will receive close supervision and direction from more senior colleagues and will receive academic, pastoral support and guidance which may include specific training, career counselling and mentoring.

Main Work Activities

- Undertake study towards a relevant PhD
- Undertake regular teaching to small groups of undergraduate students under the direction of senior members of staff
- Develop teaching materials
- Reflect on practice and the development of own teaching and learning skills.
- Where appropriate, and with guidance from more senior colleagues provide feedback to students on their progress
- Attend regular supervisory meetings and document progress with the agreed programme of research study.
- Propose, plan and conduct postgraduate research studies in a safe and ethically appropriate manner.
- Work towards presentation of research work at relevant national and international forum
- Liaise with colleagues and students.
- Join appropriate internal networks, including School Research groups.
- Plan own day-to-day work within the framework of the agreed programme.

Additionally the post holder will be required to:

- Fulfil the employees' duties described in the University's health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden.
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training.
- Comply with University regulations, policies and procedures.

PERSON SPECIFICATION – GTA

| Specification | Essential | Desirable | Examples Measured by |
|---|---|--|------------------------------|
| <p>Education and Training</p> <p>Formal qualifications and relevant training</p> | <p>An undergraduate degree in Electronic Engineering or a related subject, either a first of a 2:1.</p> <p>An undertaking to study for a PhD</p> | <p>A masters level degree (MEng or MSc) in a relevant discipline.</p> | <p>Application Interview</p> |
| <p>Work Experience</p> <p>Ability to undertake duties of the post</p> | <p>Can communicate academic and technical material clearly to both academic staff and undergraduate students.</p> <p>Can present work in a well structured and coherent manner.</p> | <p>Some experience in delivery of academic or practical content to small groups.</p> <p>Experience of poster or oral presentation at internal or external conferences/workshops.</p> <p>Publication of research work within conferences or peer reviewed publications.</p> | <p>Application Interview</p> |
| <p>Skills and Knowledge</p> <p>Includes abilities and intellect</p> | <p>Relevant academic knowledge and teaching skills, using oral presentations and written material.</p> | <p>Relevant experience/knowledge in key academic areas requiring teaching assistant support, eg. Control, instrumentation, power electronics or robotics.</p> <p>Specific interest/knowledge of sensing systems and/or speech processing.</p> | <p>Application Interview</p> |
| <p>Personal Qualities</p> <p>Includes any specific physical</p> | <p>Evidence of:</p> <p>A willingness to make a positive contribution to University activities and initiatives including open days,</p> | | <p>Application Interview</p> |

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| <p>requirements of the post – (subject to the provisions of the Equality Act 2010)</p> | <p>graduation ceremonies etc. and willingness to undertake administrative activities</p> <p>Working in an open and transparent way, providing information and communicating effectively with colleagues</p> <p>Collaborative working, particularly on interdisciplinary activities</p> <p>Continuous Professional Development</p> | | |
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